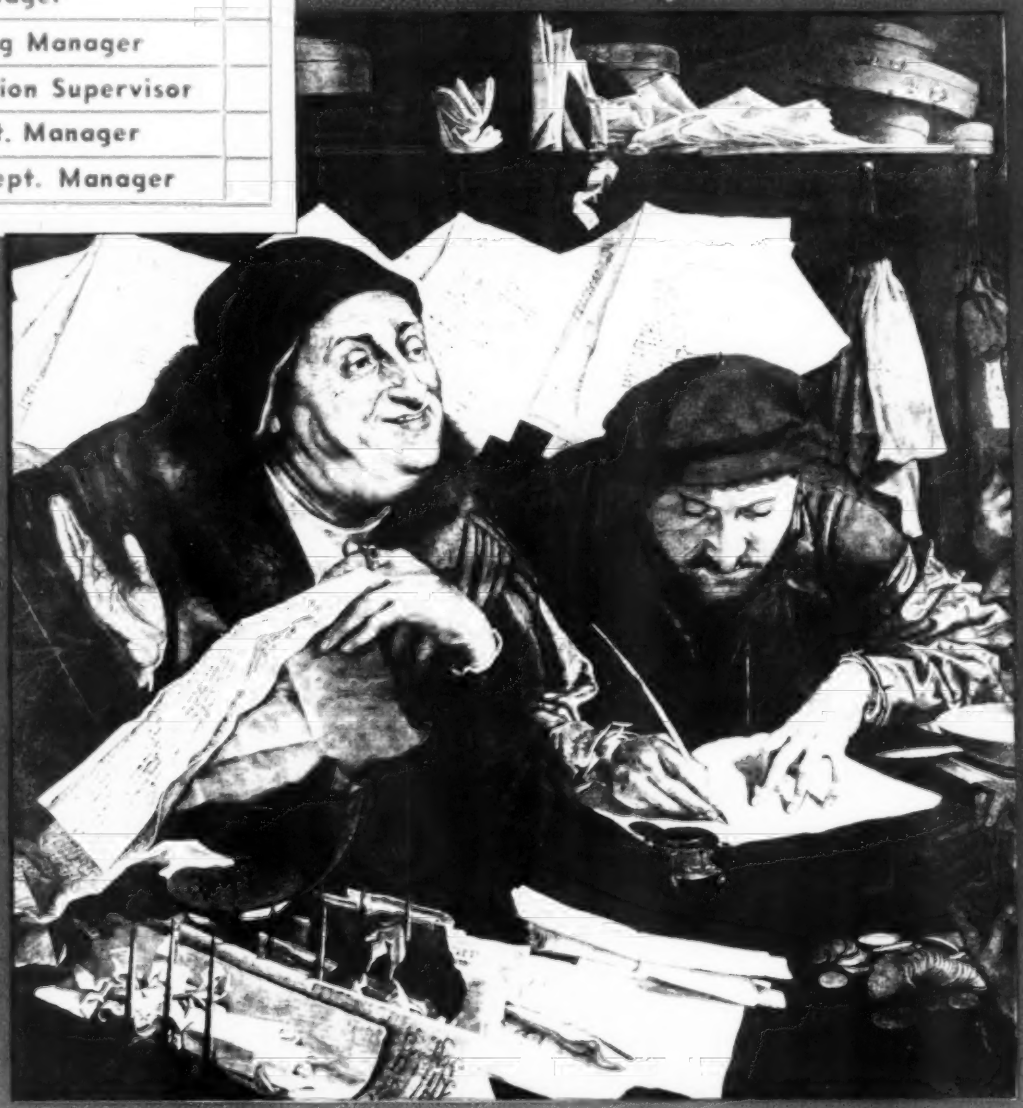
OFFICE EQUIPMENT *Digest*

Check and pass on

Purchasing Agent	
Controller	
Office Manager	
Advertising Manager	
Transcription Supervisor	
Filing Dept. Manager	
Mailing Dept. Manager	

BRUARY
1945



★

BOSS DICTATES
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Century. (From
Rottmann Ar-
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Edited for **Purchasing Agents, Controllers and Office Managers**

TOOLS FOR THE OFFICE AND FACTORY

The business offices of the Nation . . . the nerve centers of all production . . . have had greater responsibility in wartime than ever before.

Executives . . . long accustomed to thinking primarily in terms of modernization of manufacturing equipment and methods . . . now realize that similar consideration must be given to the functional efficiency of the office.

This new appreciation of the office as the key to maximum accomplishment represents a demand for progressive metalization far in excess of anything we have known.

When the end of the war will permit . . . we shall again build Aluminum Chairs, Desks, Tables, Filing Cabinets and other items of equipment that are the accepted standard of business.

GF

The GENERAL FIREPROOFING COMPANY • Youngstown 1, Ohio

METAL DESKS · ALUMINUM CHAIRS · METAL FILING CABINETS · STEEL SHELVING · FILING SUPPLIES · SAFES · STORAGE CABINETS

ALL-PURPOSE *Marathon* RIBBONS AND CARBONS

Companion Products for Quality Writing *for use on*

All makes of manually and electrically-operated typewriters, adding, billing and tabulating machines.

UNSURPASSED QUALITY-IMPRESSIONS

Marathon SILK RIBBONS

Give dignified, crystal-clear writing for executive-quality correspondence.

Withstand heavy, ribbon-cutting typing and tabulating.

Nothing perfroms like this combination of sheer, sturdy Marathon Silk and Columbia precision-controlled inking.

Marathon CARBON PAPER

The non-curling, super-service, quality writing sheet.

Opposite corners diagonally clipped for speedy separation. ½ inch longer sheet length uses "between lines" writing surface in sheet turn-around.

The all-purpose adaptability of Marathon Ribbons and Carbons give you outstanding writing economy *plus* better performance.

Ask your dealer or the Columbia office nearest you for samples and demonstration.

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Main Office and Factory: Glen Cove, L. I., N. Y.

New York Sales & Export: 58-64 W. 40th St.
Kansas City, Mo.: Dwight Bldg.

The Demand for FELDCO ZIPPER & REGULAR RING BINDER was Overwhelming

but...

In spite of the tremendous demand for Feldco Zipper and Regular Ring Binders we have tried to be fair in the distribution of Feldco Products. Although we have produced more binders than we thought possible, the demand far exceeds our production. If your jobber has not supplied you with as many Feldco Binders as you have needed, please realize he is not at fault. We appreciate your understanding and value your continued patronage of both our jobbers and ourselves.

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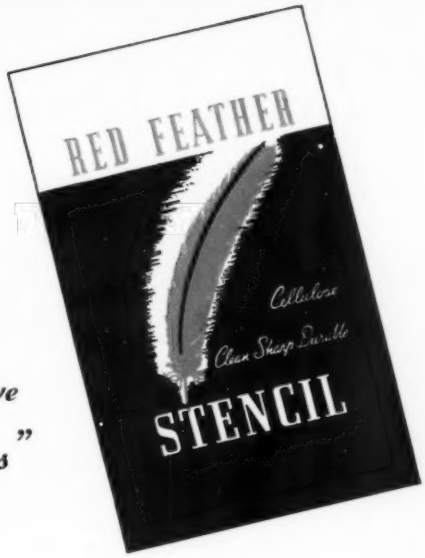
NEW YORK • 25 CENTRAL PARK WEST • PHONE CO-5-0282 • PACIFIC COAST • 788 MISSION ST., SAN FRANCISCO • PHONE DOUGLAS 3503



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Bring Repeat Business

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To maintain the present high standards and to give the dealer and user of Red Feather Products, full support and unstinted cooperation.

Write for illustrated catalog, samples and complete details.

STENCILS • DUPLICATOR INKS • DUPLICATOR SUPPLIES • CORRECTION FLUID • TYPE CLEANER • HECTO FLUID

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★ *We Welcome Your Inquiries* ★

★ Vertical Files

★ Tabulating Card Files

★ Adjustable Drawing Tables

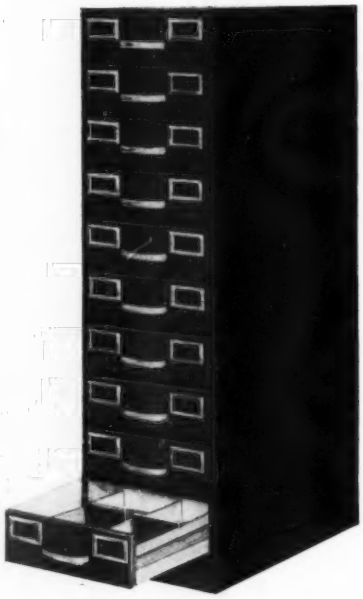
★ Blue Print Cabinets

★ Book Case Sections

★ Lockers

For fine quality files and cabinets of wood we offer you a complete line.

Write us today



NEW ENGLAND
WOODWORKING COMPANY

512 East 137th St., New York 54, N. Y.

VENUS *for Value*

VENUS VELVET ★ VENUS DRAWING ★ VENUS UNIQUE ★ VENUS COLORING

AURORA STEEL FILES

For the Office of "Tomorrow"

While the facilities of All-Steel-Equip Company are now devoted to the war effort, the day will come when we can resume full-scale peacetime production. Again A-S-E will bring you the complete line of All-Steel files that have won nation-wide preference of office managers and systems experts from coast to coast.

Again A-S-E will offer you outstanding features at low cost; EXTRA CAPACITY, EXTRA STRENGTH, SMOOTHER OPERATION.

In addition to many other features, A-S-E again will offer a wider range of models, a more flexible line, fitted with better hardware and finished in durable, mar-resistant baked enamel!

Remember A-S-E—it's the quality line that you will want just as soon as Uncle Sam turns on the green light.

CABINETS

A-S-E Aurora Storage Cabinets, too, will be available to you, as soon as peacetime production is resumed.

ALL-STEEL-EQUIP CO. Inc.

900 CLEVELAND AVENUE • AURORA, ILLINOIS

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BALANCED
KEE LOX
NEW PROCESS CARBON
EACH SHEET TRADEMARKED
SUPREME IN MANIFOLDING
MARVELOUS IN WEAR
HIGHEST EFFICIENCY
CREATES NEEDFUL ECONOMY
The most wonderful sheet of Carbon ever produced because its wear is phenominal, thus saving money and creating Economy. Made in the FOUR above Brands each in FOUR weights and FIVE distinct finishes to give perfect results.
KEE LOX 1944 DUPLICATOR CARBON leads the World in perfect results from all machines in strong Copies and long runs. Send for free Samples of New Process and Duplicator to any of the offices listed below.
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Branches in Atlanta, Baltimore, Birmingham, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Houston, Indianapolis, Jacksonville, Kansas City, Los Angeles, Louisville, Memphis, Milwaukee, Minneapolis, New Orleans, New York, Omaha, Philadelphia, Pittsburgh, Portland (Oregon), Rochester (New York), St. Louis, Salt Lake City, San Francisco, Seattle, Toledo, Tulsa; Buenos Aires, Havana, Sydney, or to Export Dept. Rochester 1, N. Y.

Typically American!

What American returning from combat service in foreign lands doesn't thrill to the sight of those things that are so typically American?

The Statue of Liberty, the Brooklyn Bridge, the Empire State Building symbolize the spirit of our country. America is vigorous—America is strong, and our typically American way of life will continue.

Jasper Desks too are typically American in their own sphere of activity. The pulse of modern industry and business these days is rapid. Jasper Desks are built to fit into a picture where comfort and efficiency are essential. Yes—Jasper Desks are typically American — reflecting the fine art of wood craftsmanship.

THE JASPER DESK CO.

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MEMBER WOOD OFFICE FURNITURE INSTITUTE

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...for Every Office Purpose

Waterman's Inks are available in *any size* bottle you can think of—from gallons, quarts and pints to the individual 2 oz. Tip-Fill Bottles shown above.

Waterman's Inks are available for *any purpose* you can think of—from guarding your precious documents and records, to handling your ordinary, routine correspondence.

And remember this: When you buy Waterman's Inks, you're buying the largest-selling ink in the world—the ink made to a 50 year old formula famous for smooth writing and safe pen protection.

Ask your distributor for Waterman's Inks. He can supply you with 8 great colors—including Blue Black and Permanent Black, the Inks that "last as long as the paper they're written on."

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Waterman's

The Ink that's right — on the Tip of Your Pen

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Factory: Coraopolis, Pa.

Amazing... what VERITHIN Colored Pencils *can do for every department in your company*

RECORDS
are permanent when written with VERITHIN. Its insoluble pigments won't smear or run under moist hands, rain or accidental wetting.

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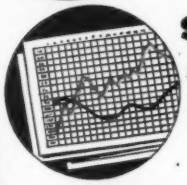
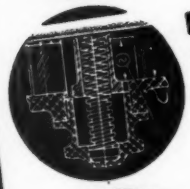
is more accurate because VERITHIN holds a fine point for over 4,000 check marks before it needs resharpening.



SYMBOL SYSTEMS
on maps, graphs and control cards are easier to set up and expand. VERITHIN offers 30 "high-visibility" colors for your code.



PRINT MARKING
is more positive with VERITHIN. Special blueprint colors (and the standard colors for black-and-whites) make corrections unmistakable.

DRAWING
with VERITHIN is a revelation. All 30 colors sharpen to needle points for fine detail, withstand heavy drawing pressure, and blend to perfection.

30 Rich Colors

*734 White
734½ Light Grey
*735 Canary Yellow
735½ Lemon Yellow
736 Yellow Ochre
736½ Orange Ochre
737 Orange
737½ Sea Green
738 Green
738½ Light Green
739 Dark Green
739½ Olive Green
*740 Ultramarine
740½ Sky Blue
*741 Indigo Blue
741½ Azure Blue
742 Violet
742½ Lavender
743 Pink
743½ Rose
744 Scarlet Red
745 Carmine Red
745½ Terra Cotta
746 Sienna Brown
746½ Tuscan Red
747 Black
747½ Dark Grey
748 Red and Blue
*750 Vermilion
*753 Silver
*754 Gold

*Your Chief Draughtsman will like these colors for marking blue prints.

Whatever you do, you'll like them, too!

Write for a sample today, naming this magazine, your dealer and the color you desire.

TRY VERITHIN WITHOUT COST!

EAGLE PENCIL CO.
703 E. 13th St., New York, N. Y.
Send me, FREE, one Eagle VERITHIN pencil, number ___

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Address .....
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EAGLE "Chemi · Sealed" (SUPER BONDED) VERITHIN COLORED PENCILS
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THEY GO TOGETHER

"Y and E" has made it easy For you to buy a complete

DIRECT NAME SYSTEM

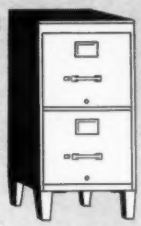
wrapped up in one package

ONE DRAWER FILE
Capacity
5000 Papers

25 DIVISION

No. N-125-D
DIRECT NAME OUTFIT

TWO DRAWER FILE
Capacity
10,000 Papers



40 DIVISION

No. N-140-D
DIRECT NAME OUTFIT

"Y and E"

Regardless

of the size of the file there is a "Y and E" Direct Name set of guides, folders and supplies to index it. "Y and E" Direct Name outfits are available in sizes that take care of NORMAL correspondence up to 30,000 letters or papers.

Each outfit contains the numbers of Alphabetic Divisions indicated with sufficient folders and labels to put the file in perfect running order. Outfit may be had with metal tabbed guide and celluloided folders or plain guides and folders depending on the use the file will get.

Four factors that make the "Y and E" Direct Name the best designed and most scientifically arranged system:

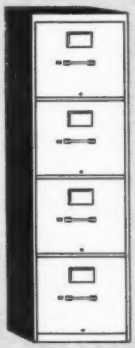
1. Skyline Visibility—All guide and folder tabs are on the same visible level, with uneven and even numbered guide tabs in the center two positions for quick, easy references and leverage in opening the file.
2. Simplicity—A system free from complicated codes —requires no special training to operate.
3. Number Check—All Direct Name Alphabetic guides are also numbered. This is a special feature that guards gainst missfiling of folders as all in each group bear the same numbers as the guide behind which they are filed. Also speeds up the return of folders to the file.

THREE OR FOUR DRAWERS
Capacity
15 or 20,000
Papers

80 DIVISION

No. N-180-D
DIRECT NAME OUTFIT

FOUR, FIVE OR SIX DRAWERS
Capacity
25 or 30,000 Papers



120 DIVISIONS

No. N-1120-D
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FOREMOST FOR MORE THAN 60 YEARS

BRANCHES IN THE LARGER CITIES

YAWMAN AND ERBE MFG. CO.

AGENTS AND DEALERS EVERYWHERE

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In Moisture-Proof "Colored" the Buy is VAN DYKE

WEATHERPROOF

...and your Stationer's the man to buy it from. He'll tell you that the special lead in this fine pencil gives a very special value of pigment-to-paper "writeability." Sold singly or in sets of 12 and 24 brilliant colors. Rely on your Stationer...

Buy

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Leadership

... FINE WRITING MATERIALS SINCE 1849

WEATHERPROOF VAN DYKE *is a Business Office Asset*

Once your office workers learn of the absolute insolubility and remarkable *pigment-to-paper writeability* of WEATHERPROOF VAN DYKES, you'll find immedate enthusiasm. Here is a colored pencil that business users order and re-order gladly. It's a pencil that demonstrates itself to advantage. If you have not given it the chance it deserves, start now. Your Stationer has Weatherproof Van Dyke Pencils and in a complete range of 24 brilliant colors.

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Steelmaster

Art Steel Company, INC.,
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LET'S CLEAR UP

THIS MATTER

OF

transparent tape

Here's a tape that's clear as glass — and *stays clear.* It has no "curl back"— no tangle — no waste. It seals instantly—without water—speeds production — cuts down costs. Compare it — foot by foot, yard by yard — with any competitive transparent tape. You'll see why so many industrial and commercial users are switching to

FILMONIZE TRANSPARENT TAPE

Let your local distributor show you the entire FILMONIZE line — Transparent Tapes, Colored and Multi-Colored Tapes, Specially Printed Tapes, Riveting Tapes, Identifying Tapes, Splicing Tapes, Acetate Fibre Tapes. He can point out ingenious ways of saving you time and money — with one or several of these amazing products. Widths of ½" to 18" throughout the line.

filmonize

TRADE MARK REG

SELF-SEALING TAPES

INTERNATIONAL PLASTIC CORPORATION

MORRISTOWN NEW JERSEY

Album — A distinctive binding with a homespun look. Black or white paper mounting sheets. 5x7" $1.75, 8x10" $2.50, 14x11" $3.50.

Volunteer Secretary—A compact personal file for important receipts, war bonds, tax notices—a place for addresses, phone numbers, expenses. Size about 10x12x5". In black, blue, green or maroon, $1.95.

Baby Book — Ivory grained Duraleather binding. Frames for two portraits. Printed and blank pages for baby's birth date, name, ancestry, gifts, clippings and snapshots. Pink or blue in 5x7" $2.50 and 8x10" $3.75.

Album—New multiple metal ring binding for instant removal of sheets. Double padded, embossed covers. Green, blue, maroon or black. Size 9¾x11¾", $4.75.

Amfile GIFTS

Answering the call for gifts that are not only attractive, but useful, here are seven fast-selling profit makers that should be in every gift department.

The Albums and Folding Frames appeal to everybody from Baby to Grandma, and the Volunteer Secretary is a real gem in these days of keeping track of taxes, receipts, war bonds and other important papers.

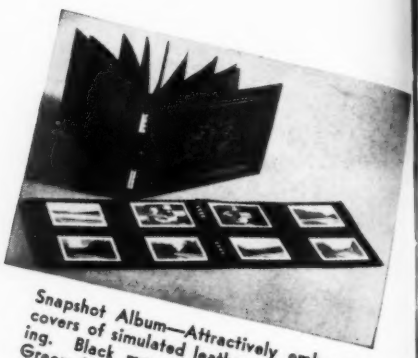
Prices quoted are nationally advertised, subject to usual discounts.

PROMPT SHIPMENT
Order Today

Send for New Catalog, 68 pages illustrating and describing the complete Amfile Line.

Bride Book—Ivory grained Duraleather binding. Frames for two portraits. Printed and blank pages for bridal party names, guests, gifts, honeymoon prints and clippings. 5x7" $2.50 and 8x10" $3.75.

Album—A well made album. Maroon, black, blue or green binding with black paper mounting sheets. 5x7" $1.50, 8x10" $2.00 and 14x11" $3.00.



Snapshot Album—Attractively embossed covers of simulated leather. Plastic binding. Black mounting sheets 9½x14½". Green, blue, maroon or black, $1.00.

Amberg
EST. 1869

AMBERG FILE & INDEX COMPANY

Quality Gifts and Filing Specialties for 75 Years

1617 DUANE BLVD., KANKAKEE, ILL.

To Make a Good Impression

Old Town

RIBBONS • CARBONS
DUPLICATING SUPPLIES

- CARBON PAPER
- INKED RIBBONS
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- DUPLIFORMS
- DUPLICATING PAPERS
- CARBON ROLLS
- CARBON RIBBONS
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SPEED EFFICIENCY ECONOMY

Old Town

RIBBON & CARBON CO. Inc.

Foremost Makers of Ribbons and Carbons for Every Use

750 PACIFIC STREET, BROOKLYN 17, NEW YORK, N. Y.

Sales and Service Everywhere

AROUND THE WORLD

AROUND THE CLOCK

The Commander-in-Chief said—"We will seek out the enemy and hit him again, and again, and again." That calls for *'round the clock* combat in this *'round the* World conflict. On such rigorous assignments the men who man our war machines *must have* all the comfort science can devise. That is why CRAMER CHAIRS were chosen for the Boeing B-17's and B-29 Superfortresses. That is why office equipment dealers find Cramer Chairs in such demand among buyers who want solid comfort for every seated worker.

CRAMER *Posture*

1205 CHARLOTTE STREET • KANSAS CITY 6, MO.

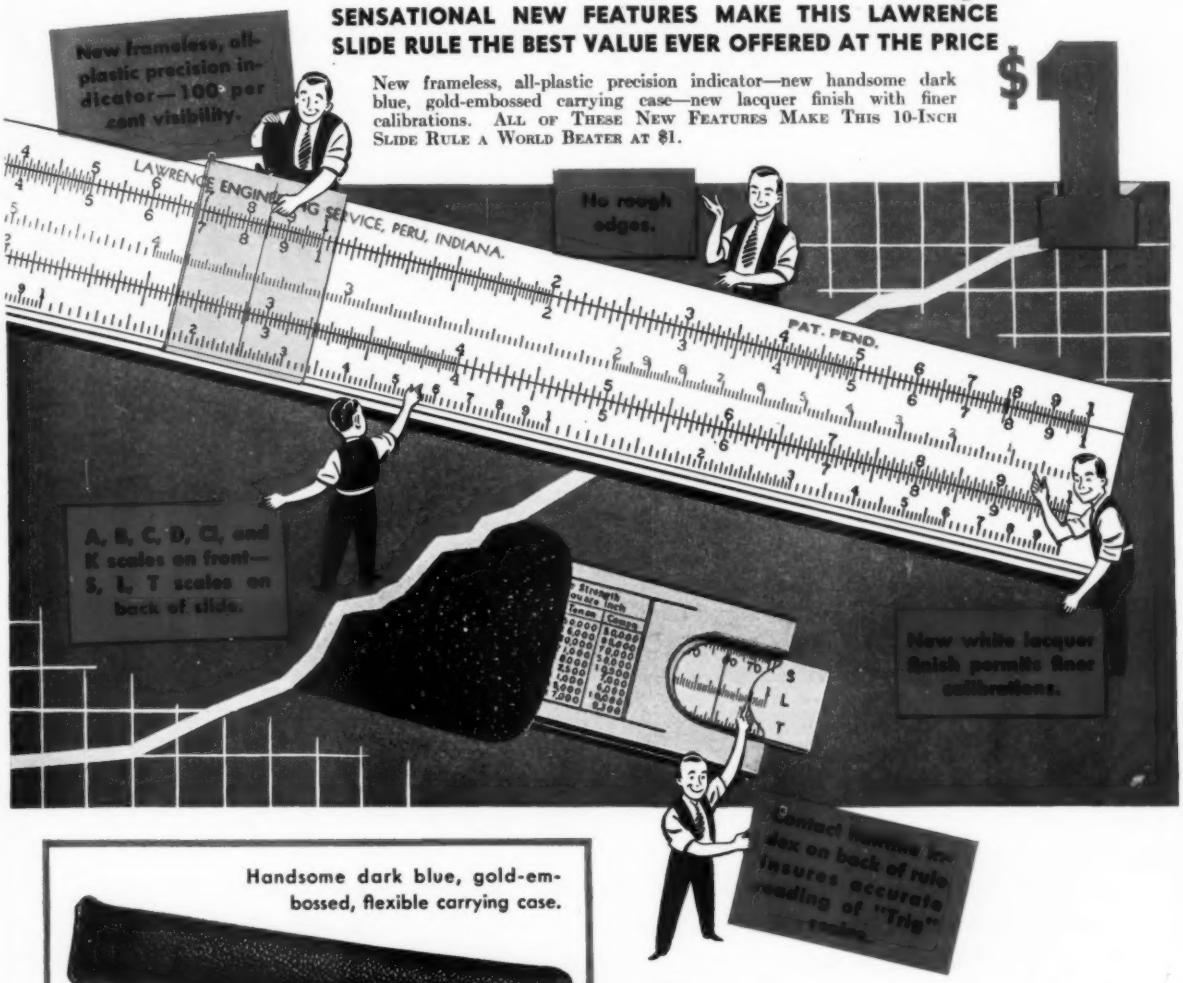
CHAIR COMPANY

CREATORS OF AIR FLOW COMFORT IN EXECUTIVE, SECRETARIAL, GENERAL OFFICE & FACTORY CHAIRS

A Slide Rule for Everyone

SENSATIONAL NEW FEATURES MAKE THIS LAWRENCE SLIDE RULE THE BEST VALUE EVER OFFERED AT THE PRICE $1

New frameless, all-plastic precision indicator—new handsome dark blue, gold-embossed carrying case—new lacquer finish with finer calibrations. ALL OF THESE NEW FEATURES MAKE THIS 10-INCH SLIDE RULE A WORLD BEATER AT $1.



Handsome dark blue, gold-embossed, flexible carrying case.

THESE ARE MADE OF DURABLE, LEATHER-FINISHED WATERPROOF MATERIAL

Brilliant, eye-catching orange and blue display carton.

THESE ATTRACTIVE CARTONS ARE IDEAL FOR INSIDE AND WINDOW DISPLAYS

This new Lawrence 10-inch slide rule is definitely post-war quality. We have spared no effort in developing the plus features that will make this slide rule a leader in the market for years to come.

The rule is manufactured from seasoned wood for permanent accuracy—the machining is superb. There are no rough edges and the rule has a QUALITY FEEL. Each rule undergoes rigid inspection before shipment.

Other Lawrence slide rules are available, including the famous Lawrence 25-cent Rule.

For additional details write to:

LAWRENCE
Engineering Service
160 SMITH STREET
PERU, INDIANA, U. S. A.

SYMBOL OF CRAFTSMANSHIP

By means of visual communication, ancient man has transmitted to us a record of his colorful, often tragic upward climb through the centuries. The Cuneiform tablets of Mesopotamia and the Rosetta Stone of Egypt have faithfully interpreted long dormant civilizations to our modern senses. Man has always inscribed or set his seal upon works of which he is proud and that he knows will endure. The M&V symbol too, stamps the Mittag & Volger carbon papers and typewriter ribbons as quality products backed by pride in workmanship—your assurance of satisfactory performance!

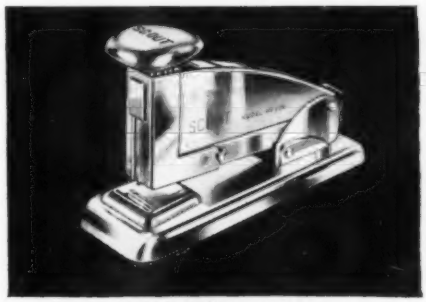
MITTAG AND VOLGER, INC.

ESTABLISHED 1881

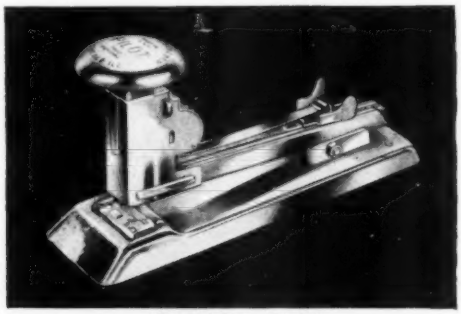
FINE CARBON PAPERS & INKED RIBBONS · PARK RIDGE, NEW JERSEY

IN WAR...AS IN PEACE
The Nation's Choice

THE war has created thousands of new friends and customers for Ace Stapling Equipment. Ace Staplers are now found in practically every civilized country...also on board ships, in training and army camps, munition plants, drafting rooms and Government offices...everywhere a stapling job is to be done quickly, efficiently.



ACE SCOUT...$1.00



ACE PILOT...$4.00

ACE CLIPPER...$4.50

ACE Fasteners are made with watchlike precision, from the finest materials procurable and by skilled workmen, yet they are so rugged in construction they last a lifetime. Production is being stepped up as rapidly as wartime conditions will permit. Additional shipments will soon be available for dealers' stocks.

SOLD THROUGH DEALERS EXCLUSIVELY

The WORLD'S FINEST

ACE

Stapling Machines for Every Purse and Purpose

The WORLD'S FINEST

ACE FASTENER CORPORATION • 3415 NORTH ASHLAND AVENUE • CHICAGO

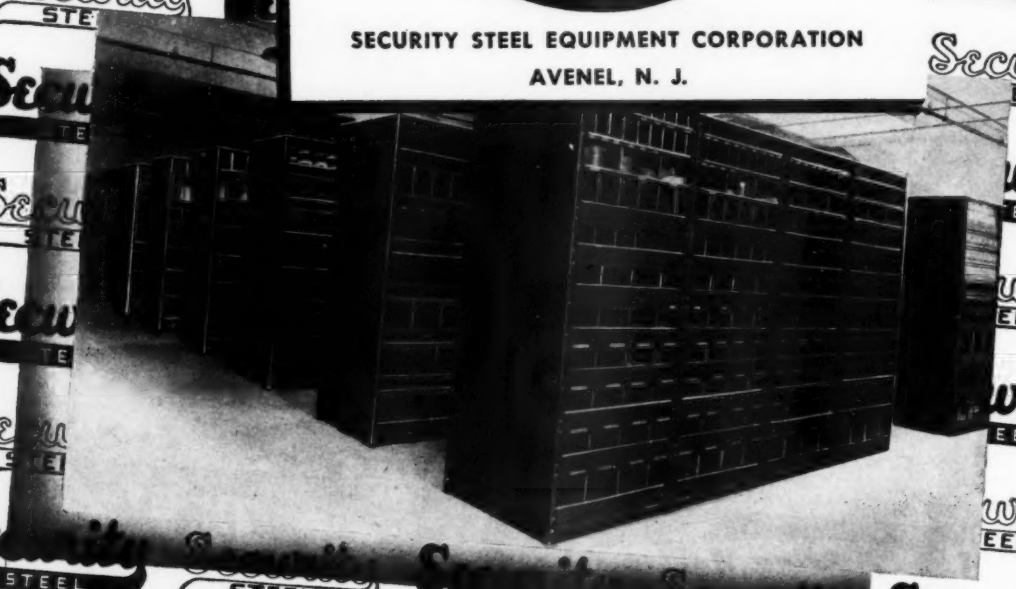
FOR TOMORROW

Stock and Special Steel Units

DESIGNED AND MANUFACTURED FOR SPECIAL PURPOSES

A LINE TO BUILD ON Security STEEL

SECURITY STEEL EQUIPMENT CORPORATION
AVENEL, N. J.



AIR MAIL — *LIGHTWEIGHT* — STATIONERY

No Copying, Please!

All our trade names, box designs, new ideas and innovations are registered, copyrighted and patented. *Period!*

SKY-RITE is the Product of Pioneers in Light Weight Stationery—it presents both a trade and consumer appreciated *SKILL* in production, in packing, in advertising, and in light weight quality.

SKY-RITE has Sale Leadership and Resale Leadership. Consumers ask for and insist upon SKY-RITE.

No near sounding names or substitutes are accepted. They want SKY-RITE.

Nationally advertised, the SKY-RITE schedule calls for 40 million advertisements a month.

AGENCY PAPER COMPANY — 74 VARICK STREET — NEW YORK 13, N. Y.

FACTORIES: New York-Chicago Distributors Coast to Coast Also makers of *SKY-LANE Stationery

Copyright 1945--AGENCY PAPER CO.

*TRADE MARK REG. U. S. PAT. OFF.

No doubt your office, like most offices, contains war-emergency files and furniture — the best that could be produced under war conditions.

Make your plans now to replace these temporary units with trim, modern, newly-styled postwar "Steel-Age" Office Furniture as soon as it becomes available. Its beauty will rejuvenate the appearance of your office. Its efficiency will reflect itself in more work accomplished with less effort.

Keep in touch with your Corry-Jamestown dealer. One of these days he will have interesting news for you!

INVEST IN VICTORY
BUY WAR BONDS

CORRY-JAMESTOWN
MANUFACTURING CORPORATION
CORRY, PENNA.

Steel Age

PRODUCTS ARE NOT GOOD BECAUSE THEY ARE

OLD

We have been manufacturing ink for over fifty years, but it is not because of its age that artists select our ink. Through these years we have striven to improve it until today we have Justrite, a truly better drawing ink that does not cake, is waterproof in all colors, and is excellent for reproduction purposes. Justrite Drawing Ink comes in India Black and twenty-two vibrant colors. If you have not yet tried it, ask your dealer for Justrite Drawing Ink today.

LOUIS MELIND COMPANY

Plants at CHICAGO, ILL. and BROOKLYN, N. Y.

Offices in NEW YORK, DETROIT, CHICAGO, LOS ANGELES and SAN FRANCISCO

Secret Out—Bombsights Manufactured in Chicago

The Norden bombsight, for long the nation's most closely guarded war secret, is being manufactured on a mass production basis in a Chicago plant that formerly made adding machines, the Air Technical Service command disclosed today.

For the first time since the beginning of the war, a group of newsmen was escorted through the plant of the Victor Adding Machine Company at 3900 N. Rockwell st., where hundreds of employes are performing precision operations, including tolerances down to seven millionths of an inch. This is comparable to slicing a human hair lengthwise 400 times, engineers said.

Some parts of the Norden bombsight exceed the close limits ordinarily associated with the finest watch by 40 times, engineers said, but they declared the company was producing the sights on a progressive assembly basis with all parts interchangeable from bombsight to bombsight. Many of the craftsmen were watchmakers in prewar life.

NORDEN bombsight, long a closely guarded military secret, adds up to trouble for the enemy. Louise Miller, employe of an adding machine company now manufacturing the device on a mass production basis, poses beside one. (Herald-American photo.)

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HOW BOMBSIGHT WORKS IS TOLD FOR FIRST TIME

20 Engineers Tell Its Secrets.

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Unveil Bombsight Secrets; Device Built in Plant Here

The Air Technical Service Command disclosed today that the Victor Adding Machine Co. of 3900 N. Rockwell st., is building [illegible] bombsight.

Victor as subcontractors in achieving the steady stream of jewel-like instruments now flowing from plant to warplanes.

Split Hair 3,000 Times.

Literally splitting the human [illegible] and again sepa-

Read between the lines!

Look there for words with a wallop. For if Victor craftsmen can produce today's most complex computing instrument, the Norden Bombsight for the Army, they'll have no trouble at all, tomorrow, turning out top-quality adding machines for you.

And the beauty of it is that this precision experience will cost nothing extra. For tomorrow's Victors will still be known as the machines whose price makes sense to the man who pays the bill. Even though they'll be built under the *same* roof that housed the Norden Bombsight . . . by the *same* craftsmen . . . using the same precision know-how.

Then, look to your cash-register tape for the story that counts!

VICTOR ADDING MACHINE CO.

STILL WORKING WITH RIGHT ANSWERS

NIAGARA STENCILS MEAN QUALITY, AND QUANTITY TOO!

Long-lived . . . sturdy . . . easy to cut . . . simple to correct . . . Niagara's cellulose stencil is winning scores of new friends daily.

Developed by men with years of background and experience in the duplicating business, and carefully laboratory controlled, you can count on the same high grade stencil each time you buy Niagara.

Read what satisfied users say about Niagara's quality . . . then send for free samples and prove it for yourself.

PEOPLE WHO KNOW STENCILS AGREE THAT NIAGARA IS TOPS!

Letter shop owner says:
"Resists tear when stylus is used. Cuts faster. Easier on platens. Minimizes waste."

Insurance typist says:
"Cuts clean as a whistle. Easy to correct. Doesn't clog type."

Oil Co. Office Mgr. says:
"Turns out clear, crisp copies long after most stencils would have given up the ghost."

MAKE YOUR OWN TESTS
Free Samples Await You
Mail Coupon Today

A *high quality* stencil produced by the makers of world's fastest duplicator...

NIAGARA

Niagara Duplicator Co.
128 Main Street, San Francisco 5, California

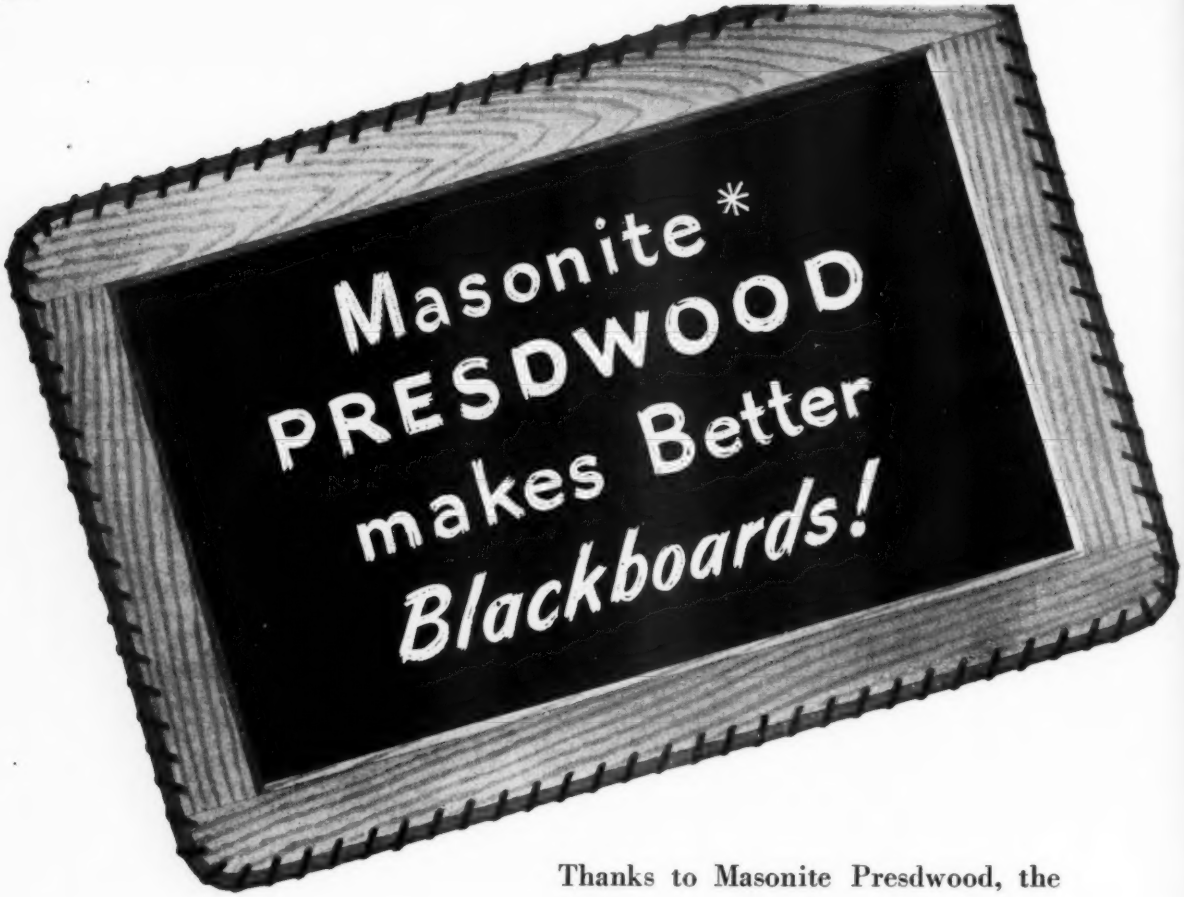
Gentlemen: Send me free samples of Niagara stencil and name of Niagara dealer in this area.

Name _____ Position _____

Firm Name _____

Street _____

City _____ Zone _____ State _____



Thanks to Masonite Presdwood, the blackboard of today is better, longer-lasting and lower in cost than that of a generation ago.

A ligno-cellulose product of exploded wood fiber, Preswood provides a firm, non-cracking base for boards of all sizes and types. This time-tried material is light in weight, bonds perfectly with commercial blackboard finishes and won't check or raise the surface. It permits a smooth-writing surface (in black or colors) that resists wear and dents.

To get the complete story, write the Masonite Corporation, Dept. GT-2, 111 W. Washington St., Chicago 2, Ill.

Reg. U. S. Pat. Off.

MASONITE
BRAND PRODUCTS

*"Masonite" is a trade mark registered in the U. S. Pat. Off. and signifies that the Masonite Corporation is the source of the product.

There's an idea here that will revolutionize business!

The revolution began quietly, in a hotel room in central New York State, seventy-odd years ago. The typewriter's inventor, seeking a manufacturer, yet too shy to plead his cause in person, had sent two friends with his crude working model to enlist the support of the famous sewing machine and farm implement makers, E. Remington & Sons.

The hoped-for support came swiftly—enthusiastically. Only an hour or two of demonstration and discussion; the typewriter industry was born. One Remington official, even more visionary than the rest, uttered the prophetic words which have long since come true..."an idea that will revolutionize business."

In all the years since 1873, that original vision, coupled with extraordinary manufacturing skill, has made Remington the most illustrious name in typewriters. The major advances have consistently come from the engineering laboratories of the industry's founder.

That's why more Remingtons have been bought than any other make.

And that's why the "typewriter of tomorrow" is already here today...

...the Remington Rand Model Seventeen, thoroughly proven under rugged war-time service—and now still further enhanced, in units currently being made for the Armed Forces and essential civilian use, by a new and smoother touch, a new and swifter action—to bring you the easiest typing you've ever known.

Remington Rand

THE FIRST NAME IN TYPEWRITERS

NOW you can have blanket quietness in your posting room without remodeling . . . .

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Built-in fluorescent lighting illuminates the entire working area without glare and all vibration of working trays is eliminated. Each cabinet serves as a semi-private office, reducing operator-fatigue and increasing efficiency of the entire department. *Whether you have one machine or several, you will obtain more figures accurately posted each day.*

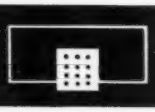
In recent years, we have placed cabinets in many banks, railroads, insurance companies, commercial and industrial offices. In our files, we have many enthusiastic testimonials from users. Copies will be furnished upon request. For complete information, address your inquiry to:

THE ACOUSTOR COMPANY

654 MARSHALL ST. YOUNGSTOWN, OHIO

● Standard finish is office green . . . fits any standard type of posting, billing, or adding machine . . . no alterations—placed in position easily and quickly.

No extra space needed . . . you can place as many machines equipped with Acoustors in a given area as without.



glass HANDI-PEN set

by Sengbusch

Wood-fibre base — brown grained finish.

Glass indestructible by ink acids. Set holds two ounces of ink — fills from any bottle.

. . . for writing ease your desk workers appreciate

Both base and desk set are made of non-critical materials — yet you can depend on them to give your employees all the well-known Handi-pen satisfaction. Choice of ivory, black or crystal glass. Set alone, with base, or double set with base (illustrated). . . . Your stationer has a supply of these handsome sets—at prices to suit you. Order from him today. Also ask about the Steeless Kleradesk.

Sengbusch Self-Closing Inkstand Co.
202 Sengbusch Bldg. Milwaukee, Wis.

TO THE RETAILERS OF AMERICA

"Thanks

. . . AND KEEP UP THE GOOD WORK!"

OUR hearty congratulations to the millions of patriotic retailers who so enthusiastically helped to put over the 6th War Loan! Congratulations also to the thousands whose dramatic and brilliantly designed window displays did much to boost War Bond sales. Each Window Display Contest entry is now being given careful consideration by the judges. Watch your business and trade papers for an announcement of the winning displays.

Our full appreciation, too, for your store-wide bond selling efforts—the organization and outstanding work of the Third Army—and liberal contribution of advertising space to sell the 6th!

There's no better way to start the New Year than by speeding Victory with increased War Bond sales. Christmas gift money and bonus checks can make January a record month for War Bonds. Every War Bond you and your Third Army sell helps G. I. Joe finish the job faster—and come home sooner!

The Treasury Department acknowledges with appreciation the publication of this message by

GEYER PUBLICATIONS

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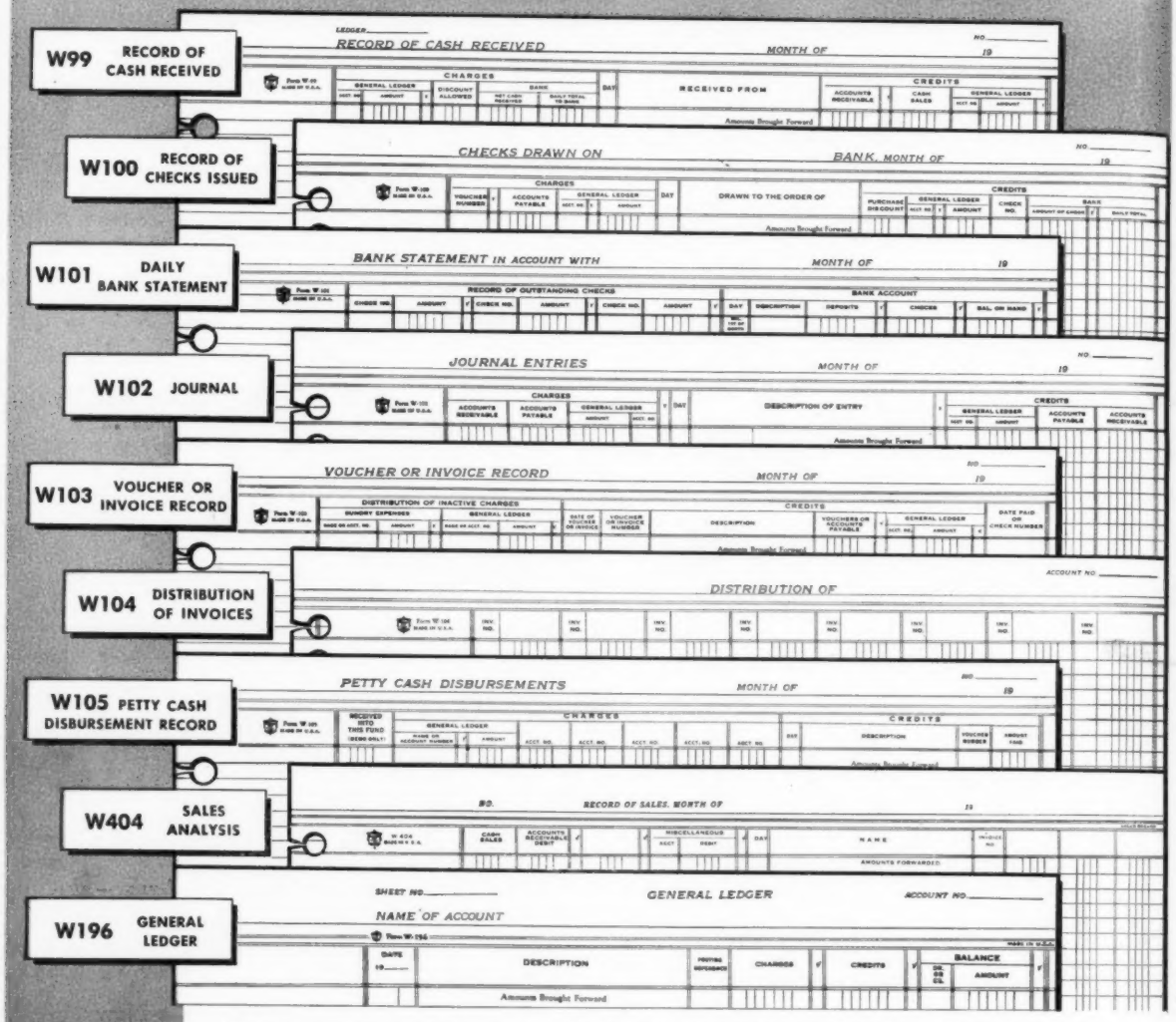

This assortment of forms is ideally suited to the needs of small and medium sized businesses. Their uniform size enables them to be house in *one binder!* Made of high quality paper, they're typical of the choice merchandise Boorum & Pease has been supplying American business with for over a Century! Have your stationer show you the complete list of forms and indexes, together with Boorum & Pease binders to house them.

ORDER FROM YOUR STATIONER TODAY!

FOR EVERY RECORD

B&P Boorum & Pease

A WAY TO KEEP IT!

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NEW YORK CITY SALESROOM: 349 BROADWAY, NEW YORK 13.

OFFICE EQUIPMENT Digest

Edited for PURCHASING AGENTS, CONTROLLERS & OFFICE MANAGERS

FEBRUARY, 1945

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Dr. Wallace J. Eckert

Astronomy and Business Machines

★ AN ASTRONOMER joins the staff of a manufacturer of business machines—and the news points up something which many who are interested in office production tend to overlook: the ever-increasing complexity of the tasks which the office is called on to perform in a realm of calculation where only the machine can efficiently function.

To carry on the company's program for the advancement of scientific calculation in every possible field from the office to the stars, Dr. Wallace J. Eckert, head astronomer and director of the Nautical Almanac Office at the U. S. Naval Observatory at Washington, has been made director of International Business Machine Corporation's new Department of Pure Science. Under its president, Thomas J. Watson, this company has for years been fostering the progress of scientific calculation and it plans to intensify its work in this direction in the years ahead. Important in the attainment of this objective is the newly established Watson Scientific Computing Laboratory, to occupy an entire building at Columbia University. This laboratory, to be headed by Dr. Eckert, is the outgrowth of the pioneer computing laboratory established at Columbia by IBM in 1928.

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NEW YORK

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YOUR NAME _____ TITLE _____

FIRM NAME _____

Sample File of Filing Equipment and Supplies

By Margaret M. Weis

Clerical Methods Planner and File Analyst, Western Electric Co., Inc., New York*

First of two articles

Model stationery cabinet at Western Electric Co. office has a label for every category of material, and pull drawers to segregate small items.

★ OUR Sample File of Filing Equipment and Supplies is worth its weight in gold.

In some form or other, filing touches every one in the office from the porter to the president. Those who have dipped ever so slightly into the complicated business of record-keeping are amazed at the vast amount of background knowledge involved in the simplest operation and the formidable array of "appurtenances" required to do an adequate job.

To the purchasing agent, the office manager, the clerical methods planner, the office standardization engineer, the file coordinator, or the file analyst, a sample file demonstrating the field of use and most effective application of materials, equipment, supplies, and methods is an invaluable asset.

Even in the small office a sample file can be used to advantage in training new clerks and in familiarizing them with the tools, techniques, and terminology of filing and for insuring continued uniform methods of preparing material for file and storage.

Our Sample File is more fascinating than a delicatessen store window. Let's see what it contains:

1. In addition to samples of (a) small supply items which have been standardized for our own use, (b) items carried regularly in stock on a non-standard basis because they fill local rather than company-wide needs, (c) items commercially available which may be suitable for occasional jobs, and (d) home-made odd-sized items devised for a specific requirement, we keep catalogs of the larger furniture items—filing cabinets and drafting room equipment, transfer cases and vault equipment, visible records, sorting devices, stools, stepladders. In many cases we can take a prospective "customer" to see these in actual use.

2. There are drawings showing how index tab moisteners, rubber-stamp racks, and other gadgets (made by the carpenter in accordance with our specifications) should be constructed; sketches showing how folder labels should be typed, moistened, and attached; how the inside of a well-planned stationery cabinet should look; and how to tie a slip-knot; and photographs of files before and after we dressed them up. Some day we hope to add a series of pictures illustrating the proper technique for climbing up and down stepladders in high heels.

3. There is reference material, such as the Office Standards Catalog which gives description,

* Miss Weis is also editor of THE FOLDER, monthly publication of the Filing Association of New York.

field of use, source of supply, and ordering information for our "standard" furniture, appliances, supplies, paper stock, and printed forms; the Stationery Stock List which, serving at the present time as an unofficial filing manual, attempts to describe the functions of various supply items for the benefit of the actual users; comparative studies of an informal, non-scientific nature which include time studies, motion analysis, and performance tests; suggestions and development cases which indicate that not all of the filing equipment and supplies commercially available are satisfactory for our requirements and that other items which we need have not yet been invented; filing manuals of other companies; and finally, filing textbooks.

With the exceptions of binders which stand on shelves in a stationery cupboard, most of our samples are kept in vertical file cabinets, arranged alphabetically from "Abbreviations" to "Visible Records," behind pressboard guides. Small items are mounted on backing sheets.

The standardized abbreviations filed under the first heading come in handy for labeling purposes.

Under Adhesives we find pieces of paper stuck together with mucilage, library paste, paper cement, rubber cement, demonstrating the comparative properties of these classifications of adhesives.

Under Binders we find samples set up for use on shelves, or in file cabinets, bookcases, or desk drawers. We know which will stand up by themselves and which will slump over. We know which should be used for reference material of a permanent nature where the contents are replaced frequently, and which should be used where the contents are not expected to change. We know which will lie flat and which have to be held open. We can see the advantages and disadvantages of each type of binder. We know its cost, minimum and maximum capacity, stock ordering number.

Smocks, snoods, elevator operators' cotton gloves, and surgical masks protect Western Electric Co. office workers tackling dusty filing department jobs.

Associated with the sample binders we find samples of labels for those provided with windows and label holders for the two-piece open-back variety. There are long thin L-shaped cellulose acetate holders for thin binders or those which start small and increase in size, with the label typed in a single line reading from the top of the binder toward the bottom and the lower part of the lettering toward the back cover. We see that this method of labeling permits the user to read the title equally well when the binder is standing upright on the shelf or lying flat on the desk. For thick open-back binders we find wide rectangular metal holders which permit labeling in horizontal lines as the binders stand on the shelf. Both types of label holders are punched in such a way that they can be slipped over the fastener, next to the back cover of the binder, before any papers are filed.

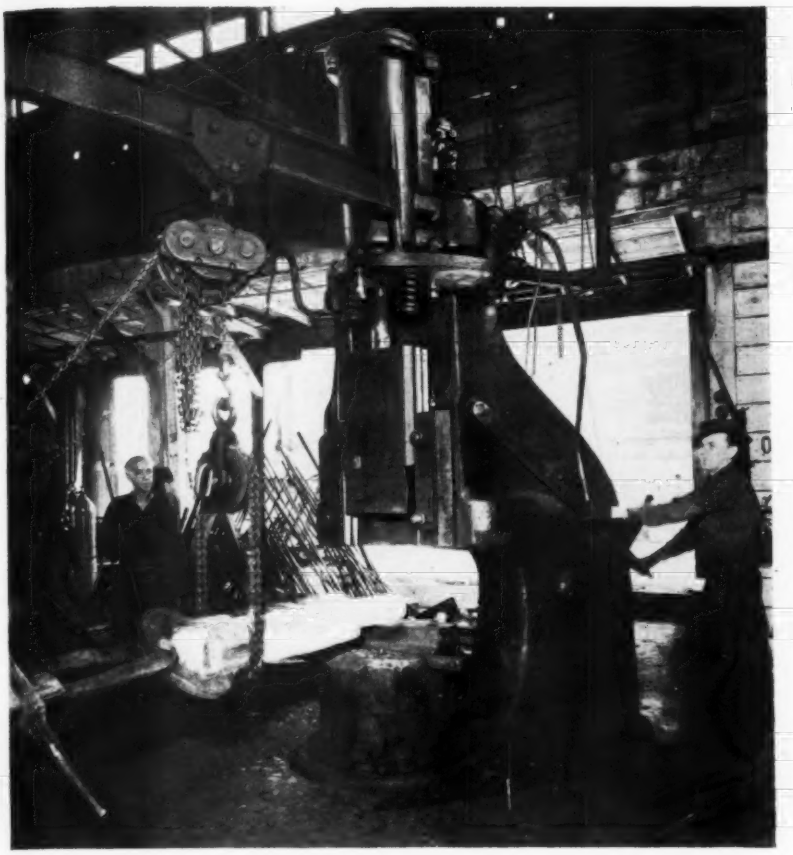
Also in this section are samples of light-weight black pressboard flyleaves which are used in certain types of binders to prevent curling, folding, or soiling of first and last pages.

In the Fastener Collection

Under Fasteners may be seen more than thirty styles in all available sizes, together with sample set-ups illustrating in some cases the number of sheets of 16 lb. paper which can be fastened, and the circumstances under which the various types of fasteners may be used. There are 1-inch wide paper bands to be used instead of staples or clips for filing extra copies of instructions, 2-inch wide paper bands for packaging papers, kraft paper strips for separating sets of papers when clips would be objectionable, staples which form a large loop and staples which form a small loop on the underside, gummed cloth index strips in 12-inch lengths for filing large photographs in ring binders, chipboard filler-strips having standard 4-hole punching which are added over the fasteners at the binding edge of a folder or binder to compensate for the extra bulk at the outer edge when the file consists of folded papers or drawings, or of clippings or pamphlets mounted on backing sheets.

Associated with the samples are dummy set-ups showing the relative bulk of one type of fastener as compared with another, studies detailing the

(*Turn to page* 46)



Steam hammer, a Smith Brothers' tool, forging 3-inch turnbuckle jaws.

McKee Smith

Sibley Smith

Dale Smith

When Customer Talks Production, Here's a Dealer Who Understands!

By Thomas Grantley

★ MOST stationery and office supply dealers have a share, of varying degrees of importance, in the nation's war production program by reason of their servicing of war production plants with the commercial stationery and office equipment needed to keep vital paperwork rolling along. But it remained for Smith Brothers, of Portland, Ore., to show how a stationery and office outfitting firm can also in a big and successful way invade the field of war production itself.

Proof of the success that small business has had in entering into war production work can be seen in almost every American community. The story of how Smith Brothers have become important manufacturers of vital war equipment is, we think, something quite out of the ordinary.

In February, 1941, three brothers in Portland, Ore., Dale Smith, McKee Smith, and Sibley Smith, started a business known as Smith Brothers, Office Outfitters. Theirs was a modest retail business, much the same as thousands of other office equipment firms throughout the country. They were experienced in their field, they had many friends and fine contacts, and their sales grew rapidly as the months went by.

As a part of their operation, Smith Brothers maintained a small shop which manufactured safes which the firm retailed to its customers. About six months before Pearl Harbor, the firm was given an opportunity to manufacture some special safes for the Navy. The safes were made and delivered to the satisfaction of the Navy, and little more was thought about the order until repeat orders started coming in. Here was the first step in a war production program which was soon to grow into a surprising volume.

Not long after the safes were

Office force and part of one of the sales floors devoted to office equipment at Smith Brothers.

delivered, Smith Brothers were asked to fabricate fog horns for the Maritime Commission. Next came orders for bunks for lend-lease ships. The tiny safe manufacturing shop proved inadequate for handling the growing volume of orders. The three Smith brothers decided that if they were going to be able to make deliveries on the orders they were receiving they would have to have additional manufacturing facilities.

Their first venture in expansion was acquisition of a well-equipped machine shop, enabling them to produce bolts, studs, nuts, and high-pressure fittings for Navy use. Soon orders for heavier equipment began coming and it was apparent that a forge plant was necessary.

This was a real problem. Portland, already swollen with war production, had no forge plants or forge equipment available for purchase. The Smiths overcame this difficulty with typical resourcefulness by purchasing a forge shop in Nevada and moving its equipment to Portland. They built their own furnaces, did their own engineering, and had their forge plant in operation in record time.

As the business expanded, other plants were added in order to handle the increasing volume and variety of the work. Smith Brothers' war production operations now include a forge plant, a fabricating plant, machine shops, and warehouses. Their equipment includes radial drills, turret lathes, engine lathes, forging machines, a welding department, steam hammers, and general machining equipment. One of the interesting features of their forge plant is a giant steam hammer which employs a full crew of American Indians who have proven very skillful at this type of work.

Products in variety

The products produced in the Smith plants are of great variety. They are for the most part emergency equipment and general marine repairs for Navy, Maritime, and lend-lease ships. The company produces such parts as bunks, lockers, manifold valves, lube oil valves, special control valves, high-pressure fittings, turnbuckles, mooring swivels, flanges, bulkheads, spools, and parts for repairing marine pumps and motors. A large volume of production has been built up in the manufacture of lashings and special ship gear for lashing lend-lease locomotives to the decks of ships for export.

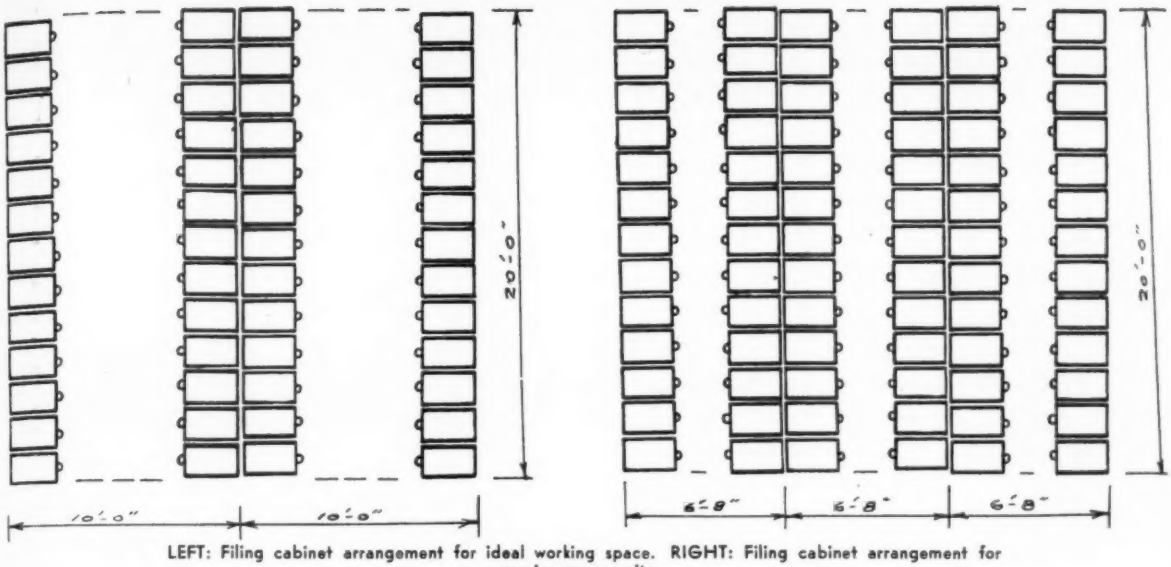
One of the bright spots of the Smith Brothers program has been their unusually fine employee relations.

"We wish to pay a sincere tribute to our employees," says McKee Smith. "Our people work with us and not for us."

The firm has never had a single instance of trouble with unions or with any individual employee. The brothers work in harmony among themselves and enjoy complete cooperation from all of their employees.

Despite the remarkable expansion of their war materials production program, Smith Brothers have continued their office equipment business and have made steady strides in its development. They have publicised their war activities in or-

(*Turn to page* 42)



LEFT: Filing cabinet arrangement for ideal working space. RIGHT: Filing cabinet arrangement for maximum capacity.

Readjustment of Office Layout

By Kenneth H. Ripnen
Kenneth H. Ripnen Co., New York

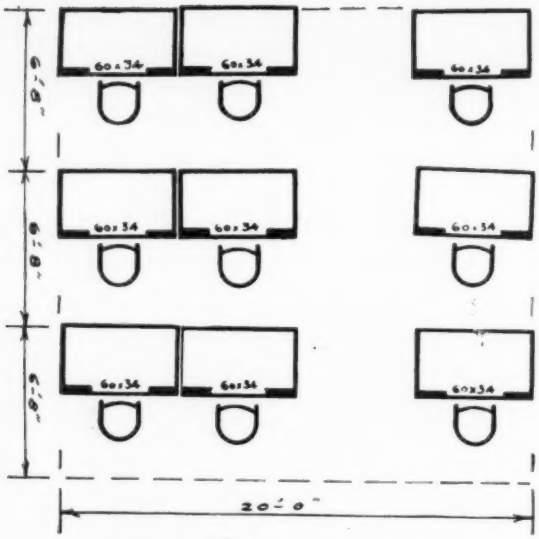
★ IN MANY an instance, the office layout has gotten out of control during these days of war-time expansion. Grouping of related activities has been found impossible because of lack of space where expansion of activity has occurred, planning standards have been forgotten because department heads have left the problem of office layout adjustment to section heads. Then the familiar cry is heard again, not easy to satisfy these days, for more personnel, more equipment, and more space in order to get the job done, so it is time, decidedly, to readjust for continued war-time office production.

Sometimes methods, procedures, and personnel need checking into but if it is space and layout which are at the heart of the problem, here are two ways of bringing these two factors into line, if they can be applied to your organization.

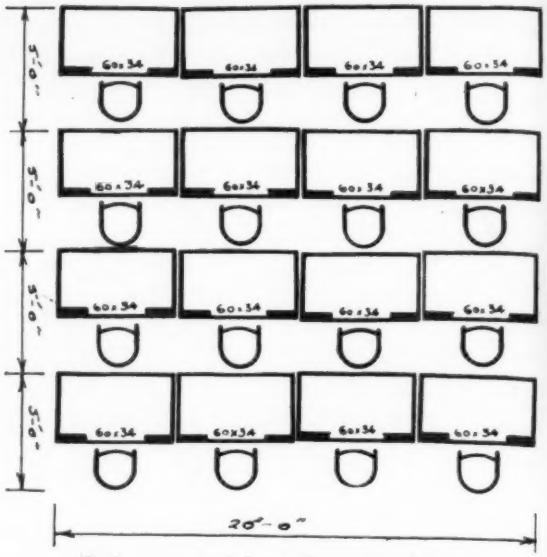
Desk Layouts: It is natural that when section heads are permitted to solve their own office layout problems without any consideration of overall office planning control, groups of desks suddenly take exclusively individual formations. Often these groupings look as though they might be more economical in space than the arrangement required by a planned over-all office layout, but analysis will show that the average number of square feet taken up per person is greater than in the more scientifically planned layout.

Standard distances for the spacing of desk and chair units, from back of desk to back of desk, range from 5 feet 6 inches to 8 feet, and the arrangements for desks end-wise vary from individual desks with aisles between them to six and sometimes as high as eight desks in a row.

It is suggested that you study the desk arrangament in your office layout and if it is proving inadequate for current purposes you can quickly



Desk arrangement for normal use of area.



Desk arrangement for maximum use of area.

determine whether the additional space needed can be made available by simply adjusting your over-all desk arrangement to a more standardized office layout plan. The typical desk arrangements shown herewith are two of those usable in the average office building bay.

File Layouts: Another source of needed office space is a readjustment of office filing cabinets. Concentrations of filing cabinets usually fall into three categories: active, semi-active, and dead. The dead files should be removed from active office space to storage type space, and stored in transfer cases. The semi-active files can be stacked double-decked and with aisles approximately 30 inches wide. Assuming that the dead files and semi-active files have already been studied and taken care of, the active files in the four-drawer cabinets are today the place to work on for acquiring needed space.

Active files are usually laid out back to back with aisle widths varying anywhere from 30 inches to 4 feet. Today, in order to make the most of office space, aisles are being cut to 30 inches. A study of your office plan will soon disclose the number of square feet of space to be gained here. The typical file arrangements shown with this article are of plans used in the average office building bay.

Steam Hammers

(*From page* 40)

der to explain the brothers' inability to make as many personal calls on customers as in pre-war days, but they have seen that their service to their customers has been kept up to its usual high standard.

Evidence of their rapid growth in the office equipment field is shown in the fact that Smith Brothers has recently acquired a substantial working interest in the Rucker Fuller Co., with retail branches distributing office equipment in San Francisco, Oakland, and Sacramento. Smith Brothers have been distributors for Standard desks and Myrtle desks for the State of Oregon.

Like most American businesses, Smith Brothers are not yet in a position to announce their post-war plans, but they do have a definite program of peace-time production scheduled. They plan to convert at least a part of their large production facilities into the manufacture of peace-time products. Despite their success in the production field, however, the three brothers still consider themselves distributors of office equipment and all their future plans center around this activity.

Stationers everywhere are allied to production through their service of needed supplies, but where is there another stationer who gets to know the problems of the producer from the inside, as Smith Brothers do?

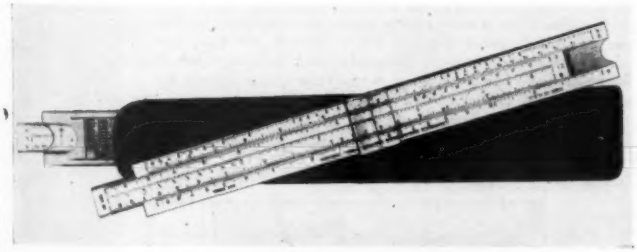
ABOVE:
F. H. JONES, JR., formerly advertising and sales promotion manager of Horder's, Inc., now in charge of Rockwell-Barnes Co. advertising, seated at a pre-production model of the modern Rock-A-File desk, into the pedestals of which will be built the side-filing Rock-A-File letter filing compartments which extend only 6½ inches when fully opened. A Rock-A-File Executive file is shown at the side. The latter is now available. The desk will be offered as soon as materials and labor permit.

BELOW:
DOZENS OF USES can be found for the Reply-O envelope, product of Northern States Envelope Co., St. Paul, Minn. Combining a statement and a reply envelope seems to be a happy solution for problems arising with insurance companies, finance companies, professional men, lodges, clubs and newspapers.

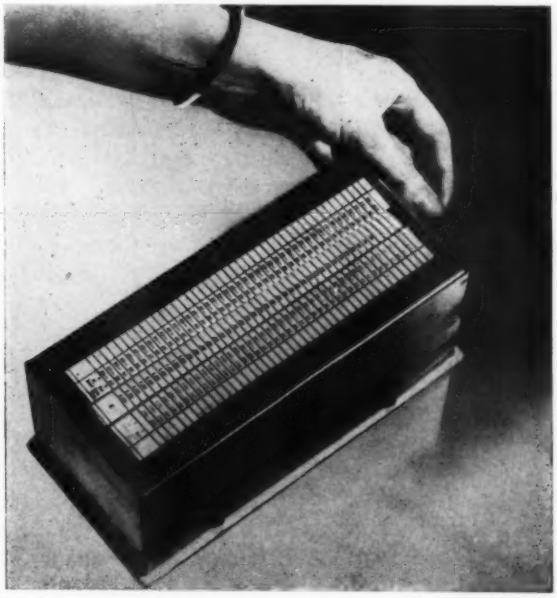
news in pictures

LEFT:
UNUSUAL WRITING FINISH has been applied to plastic fiber board to make a new and improved blackboard for Service Products Co., 365 East Illinois St., Chicago. The board is guaranteed not to peel, splinter or warp and each blackboard has a sturdy 12-inch grooved trough for chalk and eraser. Two holes at the top are reinforced with metal eyelets for hanging on the wall. Prices range from 15-21-inch model at $1.10 to 36-48-inch model at $5.

BELOW:
A LOW-PRICED SLIDE RULE WITH MANY NEW FEATURES, available at $1, has been added to the line offered by the Lawrence Engineering Service, Peru, Ind. This new rule, of post-war quality, has a frameless, all-plastic indicator giving 100 per cent visibility—a new lacquer finish with finer calibrations. A, B, C, D, CI and K scales on front; S, L, T scales on back of slide. Contact hairline index on back of rule insures accurate reading of "trig" scales.
For information, write to Lawrence Engineering Service, 151 Smith St., Peru, Ind.



ABOVE, RIGHT:
A LIFE WAS SAVED when this pencil deflected a bullet from the body of a soldier fighting the Japs in the Aleutian campaign. The pencil recently came back to the maker, Norma Multikolor, 39 West 32nd St., New York, to have the dent repaired. The pencil had gone with the soldier as a gift and was clipped to the inside shirt pocket at the time of the incident.



RIGHT:
DEDUCTAX, an extremely simple and practical device for speeding accurate computation of 1945 withholding tax deductions, has been announced by the systems division of Remington Rand. A patented arrangement of listing the more than 90 sets of figures in each of the weekly, semi-monthly, and monthly official withholding charts brings the correct deduction amount for any wage bracket directly opposite the amount earned by the employee. Deductax measures only 7½x3½x3½ inches and slips easily into a desk drawer when not in use. A demonstration of Deductax may be secured from any local Remington Rand office or mail orders at the $8.95 price will be filled promptly from Remington Rand, Inc., 465 Washington St., Buffalo 5, N. Y.

ABOVE:

THE BARKLEY PLASTIC TAB DESK SET features the latest convenience in desk drawer filing and is manufactured by C. L. Barkley & Co., 517 South Jefferson St., Chicago 7, Ill. The desk set consists of twenty-five Redropo folders with seventy-five special printed and plain inserts for customer selection. For easy classification, the tabs are available in the assorted colors of clear, green amber, red, pink, and blue.

BELOW:

BRILLIANT IN LUSTER and made of finest leather is the five-year diary offered by Thos. H. Gibbons & Co., 509 South Franklin St., Chicago 7. The cover is padded and decorated with horizontal gold bands. The pages of fine writing paper are gold edged and the cover comes in the colors, red, green, tan, black and saddle. The front section contains many helpful listings, including signs of the zodiac, fixed church days, wedding anniversaries, and many others. The back section contains pages for important events, birthdays, anniversaries, addresses, and memos. The diaries, useful for executives' desks, are individually boxed.

Acme Photo.

ABOVE:

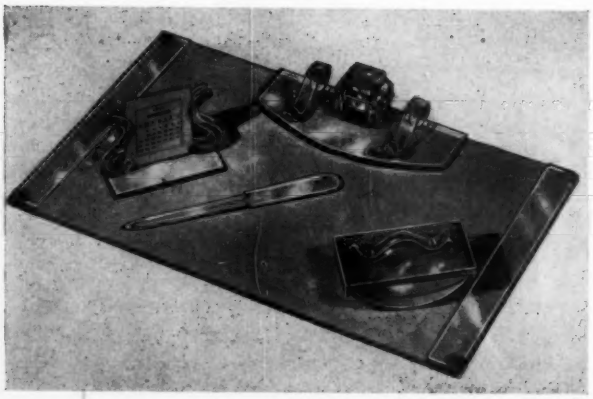
NEWSMEN GET ON TARGET WITH A NORDEN BOMBSIGHT in the Victor factory during the first press showing of the actual production of this miracle of all sighting instruments. In addition to feature stories in the Chicago newspapers the factory tour was covered by the wire services and the stories appeared in many papers throughout the nation as well as the Italy edition of the Stars and Stripes. The Victor Adding Machine Co., Chicago, produces the complete Norden Bombsight under a prime contract for the United States Army. A colorful booket released by Victor tells the story of the company's post-war plans and its contribution to the war effort.

BELOW:

NEW PENCIL, No. 33 Pluto Copying, has been placed on the market by the Koh-I-Noor Pencil Co., Bloomsbury, N. J. This pencil has a beveled white tip to add to its attractiveness and provide a non-staining end seal preventing discolored lips should the pencil be placed in the mouth. It is round, polished in olive and stamped in silver and is made in three degrees, medium, hard, and extra hard. The pencil is packed 12 of a degree to a box and ½ gross to a carton.

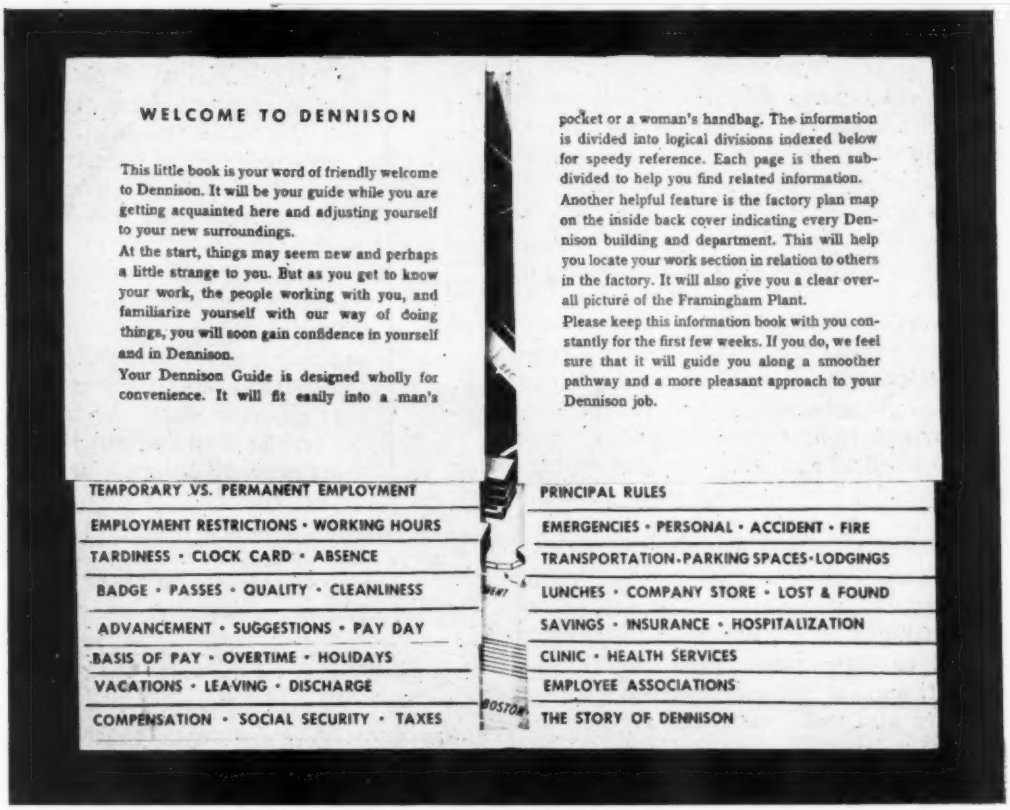
BELOW, RIGHT:

TEXARDERO is the name of the desk set by Staco in a new design. The five-piece set is of genuine embossd Texardero leather and contains calendar, rocker blotter, letter opener, ink well, and a 16x21-inch panelled desk pad. Complete desk sets are priced to the trade at $6 net. The desk set is manufactured exclusively by the Stationers Specialty Co., 19 W. 21st St., New York 10.



LEFT:

NEW DESK SET in lucite, available in colors, now can be obtained from the Aristocrat Plastics Co., 20 East 12th St., New York. The new material has been recommended for modern desk treatments.



WELCOME TO DENNISON

This little book is your word of friendly welcome to Dennison. It will be your guide while you are getting acquainted here and adjusting yourself to your new surroundings.

At the start, things may seem new and perhaps a little strange to you. But as you get to know your work, the people working with you, and familiarize yourself with our way of doing things, you will soon gain confidence in yourself and in Dennison.

Your Dennison Guide is designed wholly for convenience. It will fit easily into a man's pocket or a woman's handbag. The information is divided into logical divisions indexed below for speedy reference. Each page is then subdivided to help you find related information.

Another helpful feature is the factory plan map on the inside back cover indicating every Dennison building and department. This will help you locate your work section in relation to others in the factory. It will also give you a clear overall picture of the Framingham Plant.

Please keep this information book with you constantly for the first few weeks. If you do, we feel sure that it will guide you along a smoother pathway and a more pleasant approach to your Dennison job.

TEMPORARY VS. PERMANENT EMPLOYMENT
EMPLOYMENT RESTRICTIONS • WORKING HOURS
TARDINESS • CLOCK CARD • ABSENCE
BADGE • PASSES • QUALITY • CLEANLINESS
ADVANCEMENT • SUGGESTIONS • PAY DAY
BASIS OF PAY • OVERTIME • HOLIDAYS
VACATIONS • LEAVING • DISCHARGE
COMPENSATION • SOCIAL SECURITY • TAXES

PRINCIPAL RULES
EMERGENCIES • PERSONAL • ACCIDENT • FIRE
TRANSPORTATION-PARKING SPACES-LODGINGS
LUNCHES • COMPANY STORE • LOST & FOUND
SAVINGS • INSURANCE • HOSPITALIZATION
CLINIC • HEALTH SERVICES
EMPLOYEE ASSOCIATIONS
THE STORY OF DENNISON

Center spread of Dennison's ingenious guide for new employees.

Model for an Office Handbook

By Cheney Archer

★ FACTORY expansion during the war and the consequent need of quickly orienting large numbers of new employees has led to the development of many new ideas and the improvement of many old ones on this subject which is just as important to the office as it is to the factory.

The large office which has not yet satisfactorily solved its problem of integrating new workers as rapidly as possible into the office family may find some valuable suggestions for an office handbook in a new plant guide published by Dennison Mfg. Co., Framingham, Mass.

"Your Dennison Guide," as befits a publication of a manufacturing concern which features the slogan, "One Hundred Years of Making Paper Useful," employs an ingenious paper fold and staggered page arrangement in the presentation of answers to just about every question that a new worker could ask regarding the company, its plant and products, and the rights, privileges, and responsibilities of its personnel.

Coming in the handy pocket- or handbag-fitting size of 4¼ by 6¾ inches, the Guide flicks open in the middle to reveal, under a few concise paragraphs of "Welcome to Dennison," two stapled sheaves of overlapping pages providing on their edges a complete finger index of subjects ranging all the way from a discussion of the advantages of employment to a concise background history of the company. Hours, payment, overtime, holidays, vacations, lunch facilities, parking space, clubs for employees, health services, payroll deductions—every possible question likely to come up in the mind of new employees concerning their jobs is covered clearly and concisely.

Back of these pages of information is a colored picture map of the Dennison plant, showing the location of the various buildings. There is a simple but complete key to the map showing where every one of the many departments is to be found.

Invaluable to newcomers, "Your Dennison Guide" has been found to hold strong appeal for old-timers as well, and many a person working at Dennison's for years has gone around to the personnel office to ask for a copy of this guide.

A Sample File

(*From page* 38)

motions involved in using one type of fastener as compared with another, a soul-stirring appeal for the elimination of pins from file papers (which is dusted off on rare occasions for the conversion of a dyed-in-the-wool pin lover).

In this section of the file we carry information on fastening devices and devices for removing fasteners. We know what type of stapling machine will work successfully on a "hit-and-run" job and what type will be suitable for use from a sitting position. We have aligner-bars and "wiggle-sticks" designed to prevent papers temporarily removed from folders for filing from getting out of order, and paper punches—plier-type for occasional use, multiple-head type for frequent use.

Under File Envelopes and File Pockets we find the expansion and non-expansion type; with and without flaps; with tape and with button-and-string; cut-flush and provided with overlap; open on one, two, or three sides; glassine, cellulose acetate, kraft, manila, red rope.

We see here also small envelopes for vertical filing of keys; printed envelopes reinforced with linen linings for corporate documents; heavy-weight kraft envelopes which open out like a box for storage of inactive records in transfer cases; glassine envelopes (scarce at present); cellulose acetate cloth-bound envelopes for frequently handled reference lists or charts.

CAPTURED!
Pvt. Milton Schultz, Detroit, examines some typewriters finished up by U. S. soldiers in typewriter factory captured from the Germans in Belgium. Typewriters bear label "Continental."

Blind Situation Tight

★ THE difficulty of obtaining tape, cord, and wooden slats for Venetian blinds was described by the Venetian Blind Industry Advisory Committee at its recent meeting with War Production Board officials.

WPB reported that the tape situation is expected to continue difficult because of the continued military demand for textiles.

Though several industry members reported inability to obtain delivery of cord because distributors must fill orders with higher priority ratings first, WPB representatives expressed the belief that manufacturers will be able to obtain cord to the extent of their allotments.

Under Folders and Folder Labels may be found one-piece, two-piece; straight-edge, tabbed; kraft, manila, red rope, pressboard, plain and fancy colors; unprinted, printed, follow-up, "staggered"; with and without built-in fasteners; with plain tabs, with reinforced tabs; having capacities from 0 to 2 inches. Most of the folder samples are set up with dummy pages, are completely labeled, and are provided with sets of index sheets. From these samples we can tell such things as how much binding margin should be left on file papers under various binding conditions; whether it is advisable to cover folder labels with scotch tape (the answer seems to be "no" because the acetate covering shrinks); whether a label with a horizontal color band across the top edge of the folder tab is better than (a) a solid color label or (b) a buff label having a vertical color band at the side. (We vote for the latter.)

Associated with folders and folder labels are instructions illustrating the way in which the labels should be prepared—size of type, initial caps or upper case, position of label information, and spacing; also the method of attaching the labels to insure neat, permanent results.

In March DIGEST we shall complete the story of our Sample File, covering the sections devoted to Guides and Guide Labels, Holders, Index Sheets and Tabs, Labels, Protectors, Signals, Sorting Equipment, Stationery Cabinets, Vertical File Supports, Transfer Files and Vault Equipment, and Visible Records, and shall give a few case histories on the use of the Sample File.

SHEAFFER'S PERMANENT *Skrip*

FOR EVERY DESK IN EVERY OFFICE!

Throughout American Commerce *Permanent* SKRIP has succeeded ink—as the modern writing fluid. It's easy to understand *why* . . . *Permanent* SKRIP'S legibility is so lasting that even boiling water fails to destroy it! And SKRIP makes all pens write better, last longer, stay out of the repair shop. It keeps pens clean by not allowing them to get dirty.

It dries so fast no blotter is necessary! To safeguard the permanence of *your* business records, make sure they are written with Sheaffer's *Permanent* SKRIP . . . In V-Black, Blue-Black, Red and Royal Blue—True-Tone *permanent* colors for every office requirement. Convenient TOP-Well bottles for desk use. Spatter-Proof quart bottles for stock.

W. A. SHEAFFER PEN COMPANY
FORT MADISON IOWA

THE HOME OF QUALITY PARK ENVELOPES

★ ★ ★

FACTS AND FANCIES

By McGillicudy

You may be interested in a little sidelight on the shut down of race tracks. Such action had been considered previously, but nothing had been done. Then one track organization requested priorities of strategic materials to be used in repairs and additions. That was just too much so Justice Byrnes prescribed a rest for the horses and dogs.

And for the people who flocked to the betting windows, a good prescription would be . . . . "Put that money in War Bonds instead—then you'll be betting on a sure winner that will pay off at four for three, ten years from now."

Well, let's take a look at the paper situation. For the first quarter of the New Year, there are additional reductions in paper supplies. That's bad, isn't it? On top of that, slow deliveries of raw materials put us a little behind in the last quarter of the old year. That's worse, isn't it? Then in addition to that—well, let's just take an aspirin and forget it.

As a matter of fact . . . we're not complaining one bit. The war effort comes first. It's bound to mean some shortages, restrictions, and curtailments on the home front . . . for civilians and for business. It means inconvenience — not sacrifice. The real sacrifices are being made by the men on the fighting front . . . and their families at home.

This is supposed to be an advertisement—not that I'm trying to sell you anything, understand. But Quality Park is in the envelope business. We're still making things like Leatheroid, Champion Clasp, Blue Line Air Mail, Air Way Express, Banker's Flap, and other envelopes. One of these days the lid will be off and you can get everything you order. In the meantime, when you think of envelopes, think of Quality Park.

Time marches on . . . this month, Quality Park observes its 26th birthday. Draft age? You said it—and we're working for Uncle Sam.

★ Buy War Bonds

QUALITY PARK
ENVELOPE COMPANY

General Office and Factory
Quality Park
St. Paul 4, Minnesota

Chicago Office and Warehouse
564 W. Monroe Street
Chicago 6, Illinois

Rouan Takes Pitney-Bowes Post

Francis J. Rouan, who started as a cub draftsman with the Pitney-Bowes Postage Meter Co., Stamford, Conn., in 1922, has been named chief development engineer—the company's top creative engineering post. Highlights of his career include collaboration with his predecessor, the late Linden Thatcher, in designing the Mailomat, coin-operated public postage and mailing machine, and development of several anti-aircraft computing gunsights.

FRANCIS J. ROUAN
Pitney-Bowes Postage Meter Co.

"Partnership or Corporation"

"Partnership or Corporation" is a recent analysis issued by Research Institute of America, Inc., 292 Madison Ave., New York.

The booklet covers the advantages and disadvantages of these forms of business organization and, like other Institute analyses, has been prepared by the Institute's New York and Washington staffs in cooperation with government authorities. Copies may be had on request.

Postal Information Tabulated

In an ingenious and conveniently arranged brochure, Tension Envelope Corp., 345 Hudson St., New York, has issued a comprehensive summary of the new postal rate and current postal regulations, covering first, second, and third class mail, parcel post, and airmail. Copies may be had from the company on request.

Export Men Hear Appeal For Foreign Trade Academy

Feature of the luncheon meeting of the American Office Supply Exporters at the Hotel Commodore, New York, January 30th, was an address by William P. Hoy, special representative of the Art Metal Construction Co., Jamestown, N. Y., advocating immediate government action to set up a United States Academy for Commerce, to train Americans for service abroad as consular agents, commercial attaches, and other government trade representatives.

Mr. Hoy is the originator of the idea for such an Academy, having first broached it in 1941 before the convention of the National Foreign Trade Council in New York. The proposed Academy, similar to West Point or Annapolis, would draw its students from among Americans of various foreign strains, to utilize the valuable knowledge and background of first, second, third, and fourth generation Americans respecting the countries of their ancestral origin. This knowledge and background would be implemented by specialized training at the Academy to fit graduates to go to the countries of their ancestral origin as highly qualified contact men and promoters for our national commercial interests.

There has recently been introduced in the House H.R. 408, designed to set up such an Academy as Mr. Hoy advocates.

Following the address, the association passed a resolution requesting its members individually and David Manley as secretary of the association to write to their Senators and Representatives supporting such an Academy.

Immunize Against "FIND-I-TIS*"

With Globe-Wernicke "SAFEGUARD" SYSTEM And WOOD FILES

Don't take a chance on disorganized filing causing costly mistakes . . . irritating delays in your office. Not when it's so easy to avoid with a Globe-Wernicke Safeguard system. For here's a famous filing plan that provides a complete set of guides and folders arranged according to a clear, easy, common-sense method to make filing and finding accurate, speedy, sure!

For tops in efficiency, combine Safeguard with smooth operating G/W Wood Files—precision built for a lifetime of trouble-free service. See them at your G/W dealer—or write The Globe-Wernicke Co., "Headquarters for Modern Office Engineering," Cincinnati, Ohio. Be sure and ask for your free copy of the "FIND-I-TIS" booklet . . . that speeds up filing and finding regardless of the system you now use.

BUY WAR BONDS AND KEEP 'EM!

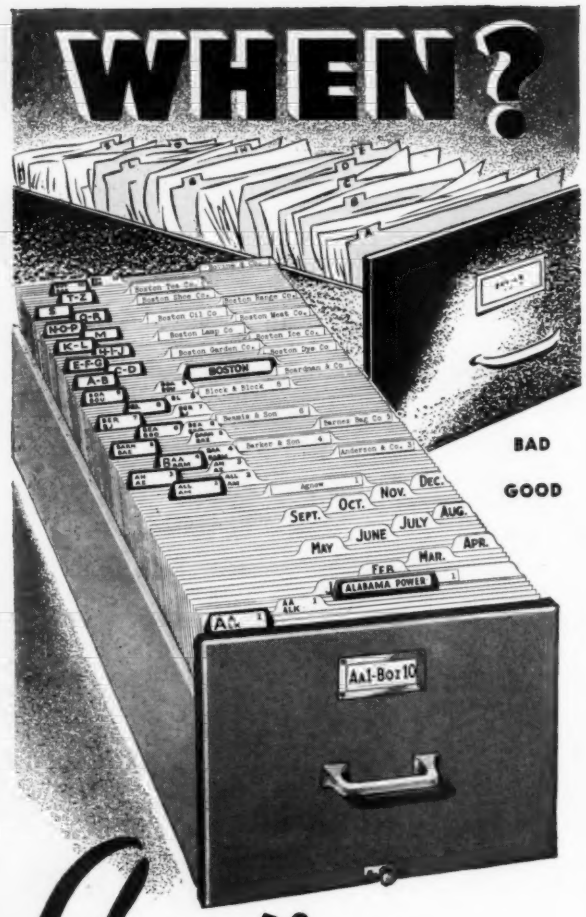
**The inability to find what you file.*

Globe-Wernicke Service

Globe-Wernicke

FILING EQUIPMENT AND SYSTEMS

Visible Record Systems
Office Furniture
Bookcases
Stationers' Supplies



Anytime . . .

RIGHT NOW-is the best time to correct a bad file condition

It costs money to keep on using a filing system which does not make available instantly any record needed today. The time used and the cost of the material necessary to reorganize a bad filing condition shown in the top drawer into a more perfectly indexed file as shown below it, is small indeed when compared to the cost of time consumed searching for lost or misplaced records. You will find it helpful to write today for our Manual No. 11 covering Record Control.

Wabash
FILING SUPPLIES, Inc.
122 East Water St., WABASH, INDIANA
WABASH HELPS YOU SELL!

You can still get it at

HYMAN'S

★ ***Oxberry Manila*** ★ ***Hymark Mimeo***
★ ***Catalpa Bond*** ★ ***Hudson Manifold***

★ *ENVELOPES*

MANILA PAY AND COIN
MANILA AND KRAFT OFFICIAL
MANILA AND KRAFT CATALOGUE
RED FIBRE EXPANDING

★ *HYMARK LEDGER SHEETS*

Fine Quality White Ledger
Banded in 100s—500 sheets to box
No. 912 Form A—9¼ x 11⅞—Double Entry
No. 913 Form E—9¼ x 11⅞—Debit-Cr. Bal.

★ *SPECIAL VALUE!*

1000 REAMS 8½ x 11 BLUE MANIFOLD

★ *SOCIAL STATIONERY*

Colored Vellum
White — Blue — Gray
Note Size 24 Sheets, 24 Envelopes
Letter Size—24 Sheets, 24 Envelopes

★ *ENSEMBLES*

24 Sheets Note—24 Sheets Letter—48 envelopes
Diagonal Stripe Effect—Deckle Edge
Minimum 24 of a size, style, color

★ *AIR MAIL STATIONERY*

ZEPHYR RAG CONTENT SIZE 6⅛ x 8
96 SHEETS 48 TINTED ENVELOPES
MINIMUM 58 BOXES

NATIONAL STATIONERS OFFICE SUPPLIES MANUFACTURERS ASSOCIATION

L. HYMAN & SONS
PAPER MERCHANTS
102 Prince St., New York 12, N. Y.
46th YEAR OF DEPENDABLE SERVICE

Available Once Again!

PLYMOUTH RUBBER COMPANY, INC.

FOUNDED 1896 *The Largest Rubberizers of Cloth in the World* CANTON, MASS.

Handy Helper's 4-Question Quiz

Dennison

SHIPPING TAGS

1. The best shipping tags are made from

A—Thin sheets of oakum fibre

B—Specially selected rope stock

C—Balsa pulp, cured in vinegar

D—Lignum vitae, plus cochineal

2. Pullout strength is the number of pounds required to

A—Extract one tag from a carton

B—Overcome force of gravity in a nose dive

C—Pull tag off its string or wire

D—Detach tag from package by breaking string

3. The term "PATCH" on a Dennison Tag refers to

A—Scientific strengthening of hole with glued fibre washer

B—Quick repair for travel worn tag

C—Address area

D—Supplementary gummed label marked "RUSH" or "FRAGILE"

4. Quality of shipping tags is determined by

A—Barometric pressure in the paper mill

B—The age of the trees from which pulp is made

C—R. P. M. of pulp beaters

D—Nature of tag stocks and their thicknesses

Turn the page upside down and figure your score. Three right answers put you in the expert class. Four place you definitely as a Dennison dealer.

And in that case you already know that "Dennison" on a Shipping Tag means real satisfaction for your customers and for you.

NOW CHECK YOUR ANSWERS

1. B is correct. Dennison "p" Tags are made from a high grade of long-fibred all-rope stock, and they are calipered to .15 inch in thickness.

2. C is your answer. Pull-out strength is the thing that makes it certain that a tag will stick with its shipment until arrival.

3. A is right. Dennison "barrel shaped" patches on both sides of a tag help to provide the best pullout strength we know.

4. D does it. Printing and writing surface is important, too. Your customers will find it easy to address Dennison tags.

Dennison

FRAMINGHAM, MASS.

THE SHIPPING TAG IS JUST ONE ITEM IN THE DENNISON LINE OF ESSENTIAL STATIONERY SUPPLIES FOR COMMERCIAL AND SOCIAL USE

An Opportunity

awaits

ENGINEERS
DESIGNERS
TECHNICIANS

at FRIEZ Instrument Division

Bendix Aviation Corporation

Through 69 years of Peace and War, the name FRIEZ has been synonymous with precision instruments throughout the world. As a division of Bendix Aviation, FRIEZ has pioneered in Electronic, Mechanical and Control fields.

To carry forward this essential war work, as well as to project our war facilities into peacetime fields, calls for a high order of engineering skill . . . an opportunity and a challenge to

ENGINEERS, DESIGNERS, TECHNICIANS

We have openings in these groups that should interest both graduate engineers of long experience as well as recent graduates.

Tell us in which of these fields you have specialized. Or if a recent graduate, for which of these fields you would be best adapted.

Your letter of inquiry will be assured strict confidence. Tell us as much as possible about yourself, and we will in turn send you complete details of a FRIEZ job in which your professional abilities will be profitably employed.

Write Today to: CHIEF ENGINEER

FRIEZ
INSTRUMENT DIVISION

BENDIX AVIATION CORP.
1231 E. LAFAYETTE AVE., BALTO, MD.

HIRING SUBJECTS TO WAR MANPOWER REGULATIONS
★ ★

PERSONNEL CHANGES

G. S. MORSE

E. M. DAVIS

Speed-O-Print Corp.

Gaylord S. Morse, former chairman of the board and president of the Terminal National Bank of Chicago, has become director of finance of the Speed-O-Print Corp., Chicago.

Pitney-Bowes Postage Meter Co.

Elwood M. Davis, eastern sales manager of Pitney-Bowes Postage Meter Co., Stamford, Conn., became assistant to the vice-president in charge of sales, effective January 1st. He will specialize in postwar market expansion plans.

Higgins Ink Co., Inc.

James W. Montgomery, Higgins west coast representative, resigned as of December 31st. He has recently married and will probably confine his future business activities to Los Angeles and San Francisco.

Globe-Wernicke Co.

Walter R. Campbell is now associated with John B. Hibbard, 901 North Everett St., Glendale, Calif., in representing the Globe-Wernicke Co. Mr. Campbell started on December 1st and will cover Southern California, Arizona, Colorado, New Mexico, El Paso, Texas, Wyoming, Utah and eastern Montana. Mr. Campbell has had many years experience, having spent twenty-four years in the stationery business in Southern California with such firms as Grimes-Stassforth and the H. S. Crocker Co.

Remington Rand Inc.

Remington Rand Inc., 465 Washington St., Buffalo, N. Y., has announced that Kenneth H. White has been made sales manager of the catalog binder department of the systems division. He formerly was sales manager of the catalog department of the Wilson Jones Co., Chicago.

In his new post Mr. White will be responsible for marketing newly designed and improved catalog binders and loose leaf equipment for sales and management application.

McBee Co.

A. J. Bodary has been appointed manager of the Boston office of the McBee Co., manufacturers of accounting equipment. Mr. Bodary joined McBee in 1937 as field representative in the Detroit territory where he remained until 1943 when he was made an executive assistant and educational director of the company at headquarters, Athens, Ohio.

The McBee Co. also has announced the appointment of C. M. Mohl as credit manager of the company. Mr. Mohl has come to Athens from Washington, D. C., where he was associated with the Social Security Board.

In the biggest job ever to confront American production, distribution and transportation, GRAFFCO Signals and Maptacks have been in heavy demand.

The *big* job comes first, and it will continue to command our best efforts and those of our dealers, most of whom have been earnestly and effectively engaged in it.

And the big job—for you and for us—will continue in the months and years which lie ahead—months and years of patient unrelenting effort to rebuild a world. American business and industry have never faced a greater challenge.

Yes, we've *all* got a job to do!

CELLUGRAF Signals. Known as the finest signal made for visible records. Easy to apply, remove or adjust but secured by inner spring. Six transparent, four opaque colors.

NU-VISE Signals. Improved construction for "vertical" files. Firm grip, slip on easily, no extending edges to catch. Twelve colors.

NU-VIZ Signals. Non projecting for visible index system. Lie flat and do not catch adjoining leaves or cards. Four styles, three widths. Twelve colors.

MAPTACKS. Precision-made with sharp points of tempered needle steel, uniform spherical heads that will not break under ordinary usage. Five sizes, twenty colors. Also flat head and marking tacks.

GEORGE B. GRAFF CO.

68a Washburn Ave. Cambridge 40, Mass.

Makers of

CELLUGRAF SIGNALS — MAPTACKS
NU-VISE SIGNALS — NU-VIZ SIGNALS

Graffco

SIGNALS for OFFICE SYSTEMS

Efficiency Style Economy

The Right Point for the Way You Write!

Esterbrook

DIP-LESS Writing Sets

Check these Advantages!

- It is *always ready to write*, and will write a full page without dipping.
- There is an Esterbrook Dipless point for every writing style and every writing task . . . easy replacement . . . low cost.
- Can be filled from any ink bottle . . . holds an average six months' supply.
- It can't leak . . . it can't overflow. Evaporation is at the lowest possible point . . . and the well is easy to clean.
- Dependable Esterbrook quality has been put into the construction of the set . . . it is substantial, efficient and a handsome addition to any desk.

***NOTE:** Army and Navy orders are taking a large part of our production. For this reason it is impossible for us to meet all the needs of civilian customers. We are sorry that your orders may not be filled quickly.*

Fill it Once . . . Write for Months

Esterbrook

The World's Leading Pen Makers Since 1858

THE ESTERBROOK PEN COMPANY
86 Cooper Street, Camden, N. J.
The Brown Brothers, Ltd., Toronto, Canada

IT'S JUST YOUR TYPE!

Are you Blonde? Brunette? Clerk? Stenographer? The Big Shot himself? Then Ticonderoga was made for you! Delight yourself and your entire staff with the smoothest-writing pencil on the market. It's a fast-mover and a willing worker. Turns out a neat, efficient day's work. Offers a genuine rubber tip, too! Try Ticonderoga!

LOOK FOR THE GREEN PLASTIC FERRULE WITH THE DOUBLE YELLOW STRIPES

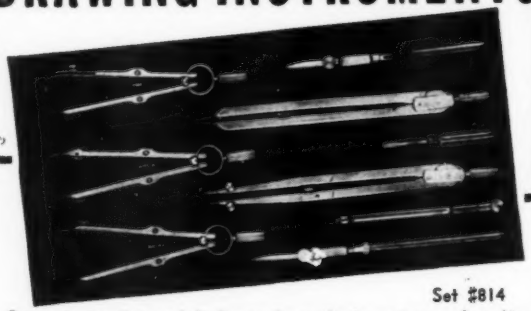
Demand the fine American pencil with the fine American name

TICONDEROGA

Joseph Dixon Crucible Co., Dept. 6-J1, Jersey City 3, N. J.

Arthur Brown & Bro.
NATIONAL WHOLESALE DISTRIBUTORS OF

Charvos
AMERICA'S FASTEST SELLING
DRAWING INSTRUMENTS



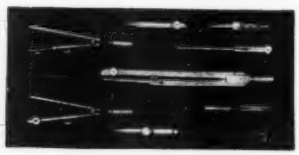
Set #814

Competent artists and draftsmen know the importance of working with fine instruments. They know that the name of SHARVOS on drawing instruments is their assurance of highest quality and dependability. Despite present conditions, we have a large stock and a wide and varied selection. The prices are surprisingly low.

Quick Deliveries! Quick Turnovers! Quick Profits!

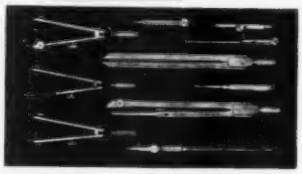
SET 814 (Illustrated above) DeLuxe Set with Center Wheel Bow Instruments contains: Compass, 6", new streamlined design with knuckle joint in each leg, straightening device, head adjustable for desired tension, Pen and Pencil Parts, and Lengthening Bar. Divider, 6", equipped with micrometer adjustment and tension-adjustable head.
Bow Divider, 3¾", center wheel adjustment
Bow Pencil, 3¾", center wheel adjustment
Bow Pen, 3¾", center wheel adjustment
Ruling Pen, 5½", octagon shape carbon steel with hand finished point
Screw Driver, Needles, Leads, and Parts
Velvet lined two flap pocket-type case.

PRICE: $18.00 Each



SET 612 Contains: Compass, 6", Straightening Device with Pen and Pencil Parts and Lengthening Bar
Ruling Pen 5½"
Bow Pencil 3¾"
Bow Pen 3¾"
Screw Driver with Needles and Leads. Velvet lined two flap pocket-type case.

PRICE: $10.80 Each



SET 614N Contains: Compass, 6", Straightening Device with Pen and Pencil Parts and Lengthening Bar
Ruling Pen 5½"
Divider, 6" with Straightening Device
Bow Divider 3¾"
Bow Pencil 3¾"
Bow Pen 3¾"
Screw Driver with Needles and Leads. Velvet lined two flap pocket-type case.

PRICE: $15.00 Each

One of America's foremost suppliers of material to artists and draftsmen.

The Department Store of Art Materials

ART BROWN

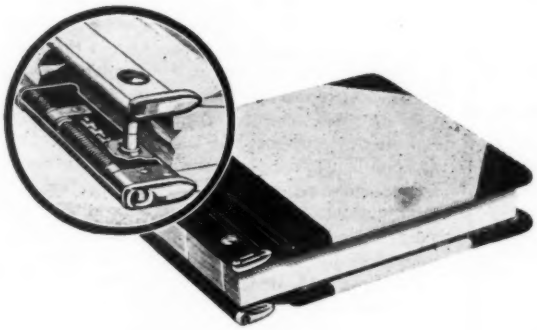
ARTHUR BROWN & BRO.
67 West 44th St., New York 18, N. Y.

FAULTLESS
REG. U.S. PAT. OFF.

FLEXI-POST

REG. U.S. PAT. OFF.

THE BINDER THAT GROWS WITH YOUR BUSINESS——



HAS TWO INCHES OF WORKING SPACE ALWAYS AVAILABLE

IS UNLIMITED IN CAPACITY...

AND IS THE BEST BINDER FOR ALL WRITTEN RECORDS

The Original Chain Post Binder

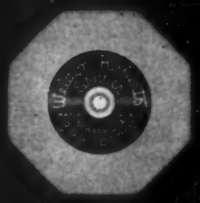
STATIONERS LOOSE LEAF CO.

MILWAUKEE 1, 524 N. Broadway
NEW YORK 3, 114-116 E. 13th St.

★

Weldon Roberts Erasers

TRI-PLY Combines RED & GRAY RUBBER



NO. 399 TRI-PLY
The leading typists' eraser.

CENTER PLY
Soft gray ink eraser to erase single letters;

OUTER PLIES
Red rubber for erasing on originals and carbon copies.

NO. 3900
TRI-PLY
"Whisk"
With new style brush.

Part of the complete quality line of
Weldon Roberts Erasers

Correct Mistakes in Any Language

WELDON ROBERTS RUBBER COMPANY
Newark 7, New Jersey

ESCO Products

Pioneers in Plastic

DRAFTING ROOM EQUIPMENT

ENGINEERING MANUFACTURING CO. is the pioneer manufacturer of Plastic Drafting Equipment. It has never relaxed its standard of excellence. ESCO is consistently respected and demanded. Leading stationers have ESCO products on display.

ENGINEERING
MANUFACTURING COMPANY
Sheboygan **Wisconsin**

DRAFTEDGE *your post-war* MODERN DESIGN

The Symbol ESCO Products *of Superiority*

Victor Plan for Veterans in Operation

The Victor Adding Machine Co., 3900 North Rockwell St., Chicago, has adopted a concrete program for the re-employment of returned war veterans. This program is intended to aid in the nation's return to civilian economy as well as to strengthen the company personnel group as a whole.

Former permanent employees now in the Armed Services are considered to be on leave of absence from the company. As such, they continue to receive service credits, and participate in profit sharing during their absence. During the period of the war, to date there have been many individual attentions to employees in the Armed Forces.

The post-war program is well underway at this time. An accurate analysis has been made of the previous two jobs held by these veterans when they were employed at Victor. A veteran's advisor has been established in the personnel division of the company, and it is his responsibility to handle all questions regarding veterans, particularly in the field of job placement, transfers, and personnel relationship. He will work in close cooperation with the Re-Employment committeeman of the local Selective Service board.

In any event, this company is looking forward to doing whatever is necessary to accomplish an expedient return to business life and rehabilitation for the veterans of this war.

New York Managers Hear Opinion Expert

Members of the New York chapter of the National Office Management Association met January 17th to hear Dilman M. K. Smith, vice-president of the Opinion Research Corp., Princeton, N. J., talk on "How Public Opinion Affects Management." Mr. Smith was co-founder of the research group, and has had many years of experienee in the field.

At the afternoon session of the group, Richard H. Morris of R. H. Morris Associates discussed "Letter Writing" for the members. A Navy sound movie titled "Take a Letter, Please" also was shown.

At the dinner meeting February 21st three speakers discussed "The Eternal Triangle: Business, the Schools, the Employees." Paul P. Coggins, personnel assistant of the American Telephone & Telegraph Co., spoke for business; Nathaniel Altholz, director of commercial education, New York City high schools, for schools, and Miss Eleanor L. Kurfess, private secretary, for employees.

At the afternoon discussion session Miss R. P. Scholfield talked on "Key Points of Good Filing Practice." Miss Scholfield has served for many years as management consultant specializing in file systematizing and reorganization. She also is head of the Wheeldex Manufacturing Co.

Parker Explains Pen Shortage

Unable to meet civilian demand because of self-imposed wartime restrictions, the Parker Pen Co. explains its position in magazine advertisements aimed at easing the situation of retailers in view of the insistent demand for Parker 51 pens. Full-page copy appearing in six national magazines tells consumers why the company expects to continue its voluntary limitation of civilian output as long as the armed forces' need for munitions continues urgent.

Pointing out that Parker of its own initiative restricted civilian production nine months before WPB imposed a limitation order on the fountain pen industry, the advertisement reveals that rescinding of this order on September 26th has not prompted any increase in supplies of Parker pens available to the trade.

Because of the urgent need for rocket missiles and other munitions for which the company has orders, Parker will "continue its strict and impartial quota rationing system indefinitely just as it did while the WPB order was in effect."

On the basis of unfilled orders, the company estimates that its civilian production satisfies less than 10 per cent of the demand for Parker pens.

You'll Buy it if you Try it...

AT OUR EXPENSE

Tiffany
THIN LEAD
COLORED
INDELIBLE
PENCILS

WITH
FUSE - TEX
Processed
LEADS

Value Retail
10 CENTS

Free to You
SEND A PENNY POSTCARD WITH YOUR NAME AND ADDRESS . . . TODAY

NATIONAL PENCIL COMPANY

SHELBYVILLE, TENN.

NEW YORK 220 FIFTH AVENUE

PAY ROLL RECORDS

to meet

all 1945 Requirements

LOOSE LEAF *Cesco* EQUIPMENT

Available for Immediate Delivery

An extensive range of
PAYROLL and PERSONNEL FORMS
Latest designs to meet
current government requirements.

The series include
Master Payroll Sheets
Individual Earning Records
Bond Purchase Deduction Record
Supplemental Personnel, Operating,
History & Application Forms.

Also many subsidiary forms for simplification of payroll accounting

The "VIC" PAYROLL OUTFIT
for 25 employees at $5.00
is complete, compact, simple.

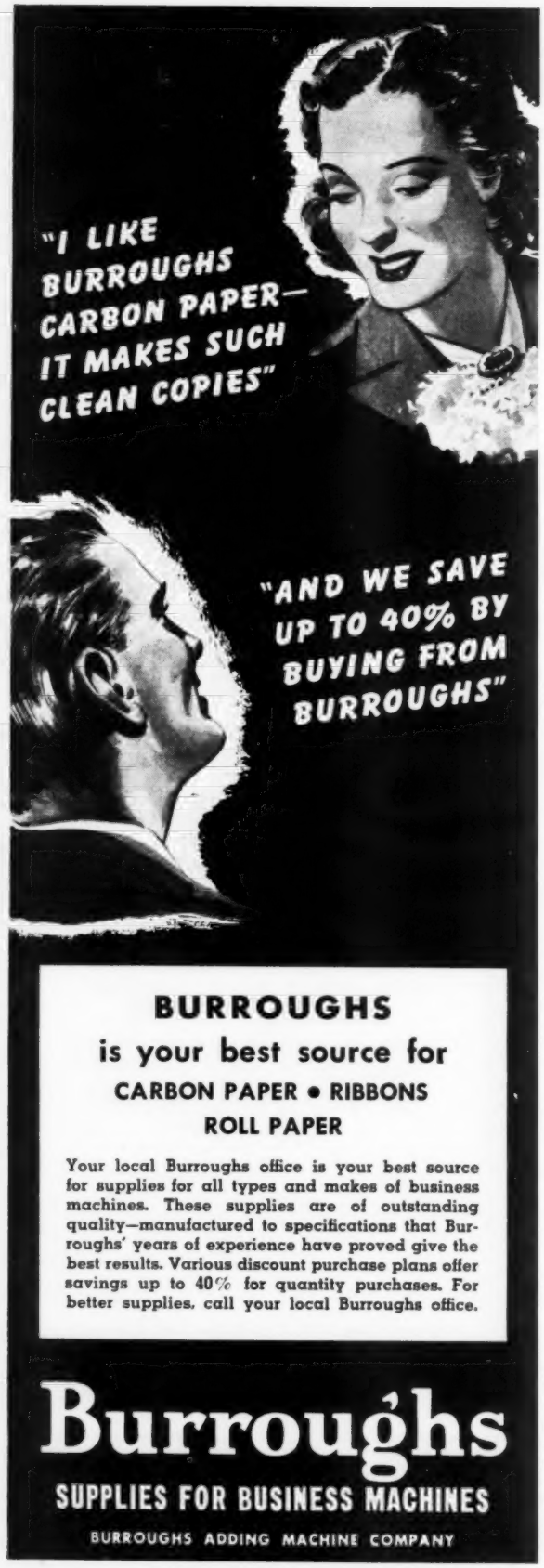
One-Writing Payroll Systems

OTHER CESCO PRODUCTS

Visible Record Books and Forms
Post, Prong and Ring Binders
Ledger—Catalog Covers—Indexes
A wide selection of Commercial Forms.

WRITE FOR SAMPLES OR CATALOG.

The C-E-SHEPPARD CO.
44-07 21st Street • LONG ISLAND CITY, N.Y.



National Cash Register Honors Founder

A recent issue of the *NCR Factory News*, published by the National Cash Register Co., Dayton, Ohio, commemorates the 100th anniversary of the birth of John H. Patterson, co-founder of the organization.

The article tells the story of Mr. Patterson's pioneering days in Dayton and his purchase of the National Manufacturing Co., which had made the first registers. The first register was the invention of James Ritty, a cafe owner who had got the idea on shipboard as he watched an indicator register the revolutions of the ship's propeller.

In 1884 the manufacturing organization become the National Cash Register Co. and Mr. Patterson began a business enterprise which became famous for its employee relations and good working conditions as well as the cash registers which were turned out. Mr. Patterson was a leader in Dayton civic life as well as in business and led in many Dayton projects for the beautification of the city.

The article is taken from a talk given over Station WING in commemoration of the anniversary.

Century Press Issues Business Chart

"Business Booms and Depressions Since 1775" has been issued in its 1945 edition by the Century Press, Toledo 12, Ohio. This chart, in colors, shows price trends, federal debt, national income and many other statistics of business through the years of this country.

The chart is designed to be distributed by business houses imprinted with the name and sales message of the sponsoring firm.

Filing Group Celebrates Anniversary

The Filing Association of New York will celebrate its twenty-fifth anniversary at its meeting February 13th in the Hotel New Yorker. Speaker for the occasion will be Miss Helen Korday, employment manager of the National Broadcasting Company.

Fluorescent List Prices Announced

List prices of the new Slimline fluorescent lamps, which are scheduled for production as soon as war conditions permit, have been announced by the Westinghouse Lamp Division, Bloomfield, N. J.

The new lamps, all high efficiency hot cathode types, will be available initially in 42-inch, 64-inch, 72-inch, and 96-inch over-all length, including the sockets and single pin bases at both ends. The 42-inch lamp, which measures ¾ inch in diameter, is listed at $1.55. The longer lengths are $1.75, $2, and $2.70, respectively.

The Slimline lamps were developed for showcases, wall cases or coves in stores, or other places where a long, slim light source is desired.

Amberg Installs Profit Sharing Trust

The Amberg File & Index Co., Kankakee, Ill., has announced that it has obtained the approval of the United States Treasury Department for its employees' profit-sharing trust.

Bertrand Amberg, president, and Gilbert Amberg, vice-president of the company, stated that under the plan the company will put 10 per cent of its profits before income taxes into a trust fund for the benefit of all of the employees who have been employed for five years or more. Employees in the armed forces will not have their service time deducted from the length of service.

Employees will begin to share the benefits upon their retirement at the age of sixty years and their families will receive their share if the employee dies before the age of retirement. Employees will not be asked to make contributions to the fund. Simultaneously the Amberg company announced a policy providing for a guaranteed annual wage to all wage earners who have been employed for one year.

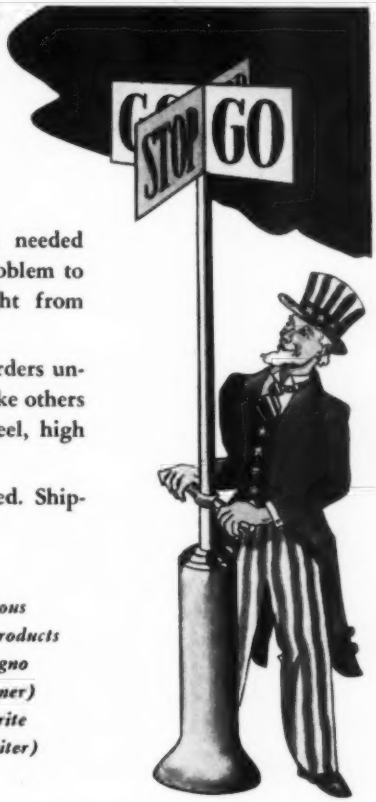
When He Says That We Can... GO!

Error-No

Conversion to full scale production of much needed Error-No line-by-line copyholders will be no problem to us. All we are waiting for is the green light from Uncle Sam.

We are mighty glad folks who are sending us orders understand we can't ship them an Error-No now. Like others they are getting in line for one of those all-steel, high quality Error-No copyholders.

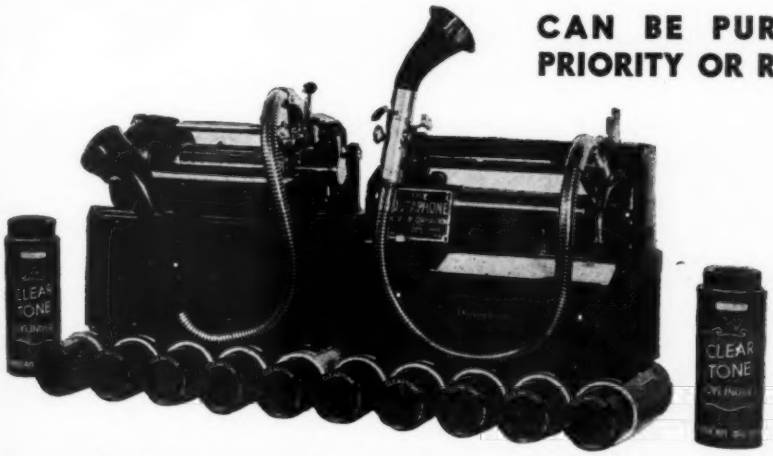
As orders come in they are dated and numbered. Shipments will go out accordingly.



THE DAWN MFG. CORP.

DIVISION OF THE
HALL-WELTER CO.
ROCHESTER 7, N. Y.

Other famous Hall-Welter products are Chexsigno (Check Signer) and Speedrite (Check Writer)



CAN BE PURCHASED WITHOUT PRIORITY OR RATION CERTIFICATES

Rebuilt

DICTAPHONES

EDIPHONES

SINCE 1923

QUALITY REBUILTS

CLEARTONE CYLINDERS

Our economical, lined, smooth textured product of long years of experiment and research, is the ideal cylinder for dictating perfection. Complete satisfaction guaranteed with every order.

A stock of approximately 1,000 machines, of all models, to choose from. Obtain modern efficiency and voice clarity through the purchase of our guaranteed rebuilts.

AMERICAN DICTATING MACHINE, Co., Inc.

235 FIFTH AVE., NEW YORK 16, N. Y.

NEV-R-KURL

Carbon Paper

Will not curl, tree, wrinkle or smudge.

Gives 35 to 50% more copies per sheet by actual tests.

Universal adaptation—same sheet works on standard or noiseless typewriters, billing or bookkeeping machines.

CLEAR-PRINT

Wood Stamp Pads

Tests show double life of average pad.

Will not warp or sag.

Easy re-inking.

Ink dries instantly on paper, but never within pad.

Practically indestructible.

PREVENTS ANGRY FLARE-UPS

Typists never get upset trying to untangle Nev-R-Kurl Carbon paper. No matter what the weather, Nev-R-Kurl just won't curl—it always stays flat. This stay-smooth feature of Nev-R-Kurl makes it the typist's favorite.

Clear Print PRODUCTS

Phillips Process Co., Inc.

L. A. PHILLIPS, President

192 MILL STREET
ROCHESTER, N.Y.

TEMPO

PITY THE LITTLE PIGMENTS

What a Grinding They Take For TEMPO INKS

Extra grinding helps to make TEMPO INKS a better product... because extra grinding means a better mixture, more uniform flow through pad and stencil, sharper, more legible impressions, quicker drying, less offset—just one of many reasons why Tempo Inks excel. See for yourself . . . write today for more data on

TEMPO DUPLICATING INKS

(Just clip out and this ad, attach your letterhead and mail)

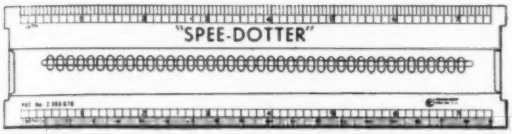
Available in three grades, nine colors and white toner in attractive lithographed containers.

MILO HARDING CO.

436 WEST PICO BLVD., LOS ANGELES

317 THIRD AVE., PITTSBURGH

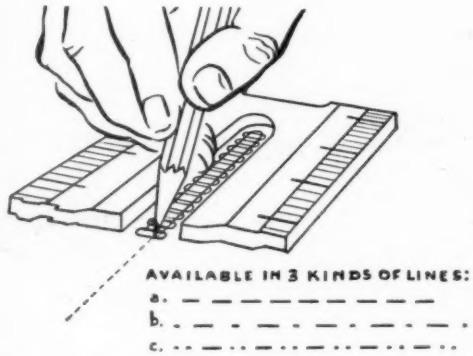
SPEE-DOTTER



A REVOLUTIONARY DEVELOPMENT IN DRAWING DEVICES

Two sizes, made of transparent plastic, fully graduated for ruling and measuring. Pocket size, 8", retails at $1.00. Desk size, 12", retails at $1.50. Get your order on file for prompt delivery.

SPEEDY
EFFICIENT
REVOLUTIONARY



a. This dotter strip will produce evenly dotted lines.
b. This dotter strip will produce a dash and dot alternatey.
c. This dotter strip will produce a dash and 2 dots alternately.

By interchanging the new dotter strips any of these three variations are drawn with almost precision like accuracy. Available for the 8" and 12" SPEE-DOTTERS. Write for price of dotter strips. Orders filled promptly.

SPEE-DOTTER rushes the finished work of draughtsmen, architects, engineers, designers, artists, students, layout men. With SPEE-DOTTER they get accurately dotted lines in a split second.

Write for complete catalogue!

RULERS • TRIANGLES • NAVIGATIONAL INSTRUMENTS • STENCILS • PROTRACTORS • OTHER DEVICES

C-THRU Ruler Company

HARTFORD, CONN.

Cash in on— Bainbridge Fibrcan

No. 2V
Height 15"
Top Diam. 12"
Bott. Diam. 10"

Popular office size strongly built waste basket, appropriate for executive and employee use.

Colors: Brown and Olive Green

No. 10 30" x 14"
No. 10V 30" x 12"

Sturdily constructed general utility basket suitable for use in lavatories and wherever towels or other waste material accumulates quickly.

Colors: Brown and Olive Green

No. C-110V
16" x 30"
18" x 30"
20" x 30"

A large capacity re-enforced basket for general industrial and commercial use — built to stand rough usage.
Also mounted on wheels.

Colors: Brown and Olive Green

ALL FIBRCAN BASKETS BUILT AND PRICED FOR USER SATISFACTION
Write for prices and description of other numbers

Bainbridge Fibrcan

THE BASKET KNOWN TO A CONTINENT

Distributed by
BAINBRIDGE, KIMPTON & HAUPT, Inc.
218 Greenwich St. New York 8, N. Y.

THEY COME BACK FOR MORE

They try SUPERGRIP on your say-so, but they come back on their know-so. They like its ease of application, its cleanliness, and, most of all, that a mounted print, drawing or label *stays* mounted without wrinkling or staining print or mount. Even these users haven't had time to test to the full the major advantage of SUPERGRIP, which is its long-lasting elasticity, its unchanging grip that does not oxidize or crumble with age. Proof is found in laboratory micro-close-ups, which reveal the thousands of tiny individual strands holding the joined surfaces together. These elastic strands yield and stretch, but do not become brittle.

Supergrip CEMENT 50

This synthetic rubber cement was developed in the laboratories of a leading manufacturer of highly specialized industrial cements and adhesives, many of which are doing their bit to win the war. It is available in 4 oz. bottles (with brush) and in pint, quart and gallon containers.

BB CHEMICAL COMPANY 284 MEMORIAL DRIVE CAMBRIDGE 39, MASS.

BARKLEY

Plastic Tab Indexes

are easy on the eyes. That's why they give added filing comfort and efficiency. They save space, too.

Registered U. S. Patent Office

Established 1921

DURABILITY SUPPLIES

C. L. BARKLEY & CO.

Manufacturers of Filing Supplies

517 S. JEFFERSON STREET CHICAGO 7, ILL.

GENERAL'S *Quality* CARBO-WELD PENCILS

SIX POPULAR PENCILS in any office

General's manufacturing experience of more than 50 years is responsible for the *built-in quality* of these pencils.

Their long lasting, strong leads have proved to many buyers the economy effective through their use in large or small offices.

When ordering, be sure to ask for them by name.

(SEMI-HEX) now a better value with lavender branded metal tips.

Makers of Fine Pencils since 1889

General Pencil Company

JERSEY CITY ⊙ NEW JERSEY

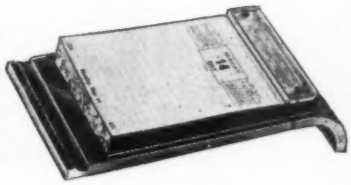
ALMAC *Lucite* STARS

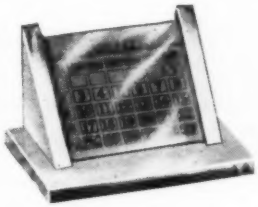
No. 100 PERPETUAL CALENDAR

Clear lucite. Distinctively modern. $1 retail.

MEMO PAD BASE

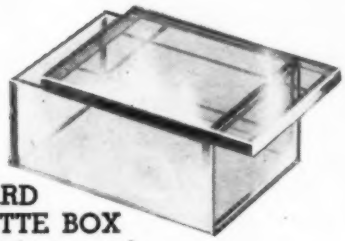
Executive Model. In clear lucite. 3 sizes to fit standard Calendar Pads, 3x5, 4x6, 5x8.





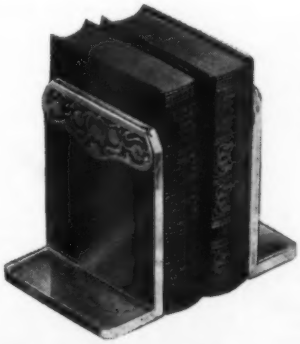
No. 180 PERPETUAL CALENDAR

Strikingly designed in clear or colors with calendar at easy visibility angle.



Clear Lucite PLAYING CARD and CIGARETTE BOX

Easily holds two decks or a good supply of cigarettes.



BOOK ENDS

Rich Silver finished ornament on clear lucite in gracefully simple lines.

Write for Complete Catalogue.

ALMAC *Plastics Inc.*

322 East 23rd St. New York 10, N. Y.

Stamps That Have Made Their Mark

If you want the quality, hardiness and uninterrupted service you are entitled to expect in your marking devices, be sure to ask for these models by name!

SUPERIOR

Type BAND DATERS

Entirely encased in metal for protection; perfect impressions; changeable die plates are only three of the features distinguishing Superior from ordinary daters.

TRIUMPH

Self-Inking BAND DATERS

Saves time and energy, combining in one modern unit a rubber stamp, a stamp pad and numberer (or dater). One unit, one action. Ask to see Triumphs in action.

At Your STATIONERS and RUBBER STAMP MANUFACTURERS

Buy War Bonds

DEGREES	
2B (1) VERY SOFT	
B (1½) SOFT	
HB (2) MED SOFT	
F (2½) FIRM	
H (3) HARD	
2H (3½) HARD	
3H (4) HARD	
4H (4½) HARD	
5H (5) HARD	
6H (5½) VERY HARD	

Take good care of your mechanical pencils as the war has produced a shortage. Refill them with Scripto Quality Leads . . . identified by the red circle on the pack.

MR. OFFICE MANAGER SELECT Scripto LEADS

THAT SERVE THE REQUIREMENTS OF YOUR PERSONNEL

For all who write, figure, or draw, there is a Scripto lead scientifically designed for their particular type of work. Study the chart shown here and buy leads according to usage. Just any lead will not do if you want top writing efficiency. Scripto refill leads fit all pencils made for standard diameter leads.

CHOICE OF 17 POPULAR COLORS

Red, Dark Red, Blue, Light Blue, Special Blue, Green, Yellow, Orange, Brown, Purple, White, Silver, Heliotrope, Indelible Hard, and Indelible Medium, Blue Copying and Purple Copying.

USES FOR SCRIPTO LEADS

2B-B-HB
STENOGRAPHERS
SECRETARIES
GENERAL USE
V-MAIL

HB to 2H
AUDITORS
ACCOUNTANTS
BOOKKEEPERS
CARBON COPIES
ORDER CLERKS
SALESMEN

HB to 6H
ARCHITECTS
DRAFTSMEN

H to 6H
PHOTOGRAPHIC
RETOUCHING

2B to 6H
ARTISTS

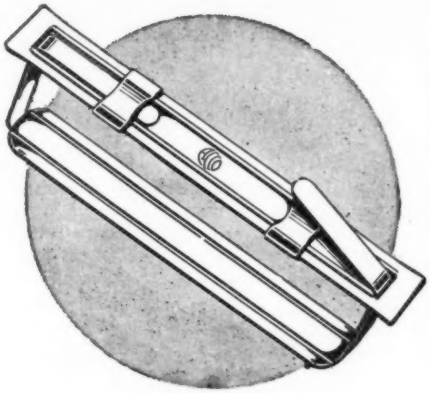
CHOICE OF COLORS
ARTISTS
ACCOUNTANTS
MAPS
BLUEPRINTS
METAL MARKING

COPYING LEADS
FOR DUPLICATING MACHINES

BUY WAR BONDS

ORDER FROM YOUR OFFICE SUPPLY DEALERS

SCRIPTO MFG. CO., ATLANTA, GA.



FOR THE RECORD

ACCO steel fasteners and other products have been off the general market—reserved for government use — during the war. But ACCO has given you the best substitutes available, developed by ACCO research and backed by the long established ACCO reputation for quality.

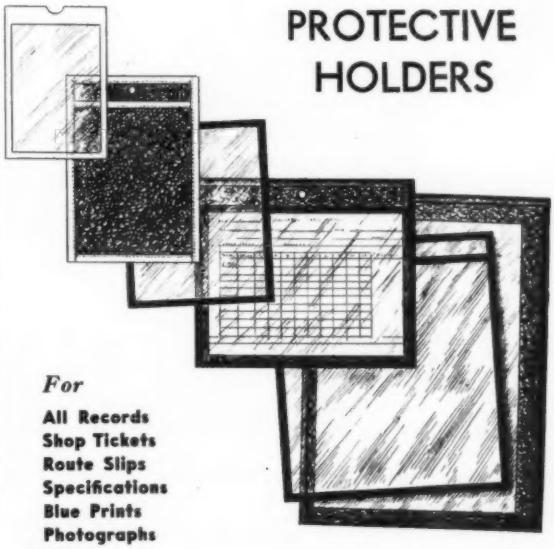
We firmly believe that ACCO users have continued to be ACCO boosters, despite difficult wartime conditions. And tomorrow—as yesterday—ACCO Products will get the call as "first in their field." That is why we believe it will pay you to plan now to standardize on ACCO, to make ACCO *your* line, to use ACCO fasteners in *your* business.

ACCO
PRODUCTS, Inc.
39th AVENUE and 24th STREET
LONG ISLAND CITY, N. Y.

To save you *time and money*

AICO

PROTECTIVE HOLDERS



For

All Records
Shop Tickets
Route Slips
Specifications
Blue Prints
Photographs
Maps

Protection from wear and tear—dirt and grease.

Today with paper and manpower shortages, it's urgent that you keep your records, maps, forms, and other important papers clean and legible. Soil and wear mean unnecessary duplications—a waste of time and money that you can avoid with Aico Protective Holders.

Aico Protective Holders, with their transparent sides, allow perfect visibility, yet give perfect protection from wear and tear, dirt and grease.

Aico Protective Holders come in 8 different sizes, from 4" x 6", to 17" x 22". They are non-inflammable.

Aico Products are sold only through stationers.

AICO PRODUCTS
AICO-GRIP TABBING
LOOSE LEAF INDEXES
DESK PADS and ACCESSORIES
PROTECTIVE HOLDERS
G. J. Aigner Company
505 S. JEFFERSON ST., CHICAGO, ILL.
WORLD'S LEADING MANUFACTURERS OF INDEXES AND INDEX TABBING

READJUSTMENT

At the service of American business, for current readjustment of office layout to insure continued operational efficiency at the highest level.

★ ★ ★ ★ ★

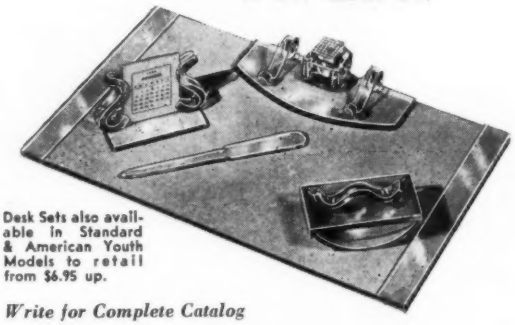
KENNETH H. RIPNEN COMPANY
Incorporated
101 Park Avenue **New York**

Office Layouts *Factories*
Warehouses

Aristocrat
5-Piece
Deluxe DESK SET
in LUCITE

A brilliant, fast-moving number.

Consists of Writing Stand, with Inkwell, Perpetual Calendar, Letter Opener, Rocker Blotter and Desk Pad.
12" x 19" and 24" x 19"



Desk Sets also available in Standard & American Youth Models to retail from $6.95 up.

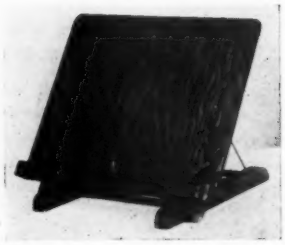
Write for Complete Catalog

Aristocrat PLASTICS CO.
20 East 12th Street, New York 3, N. Y.

Ful-Vue BOOK RACK
FOR OFFICE, HOME, HOSPITAL

Retails
$3.00

Walnut, Green and White



HOLDS:
STENO BOOKS
READING BOOK
TABULATING SHEETS
ADDRESSING LISTS
DICTIONARIES

DISPLAYS:
SHEET MUSIC
ARTISTS - DESIGNERS

SIZES:
7½"x12"
10"x13"

Special sizes to order. Folds flat when not in use.

PEP PRODUCTS CO.
1776 Broadway
New York 19, N. Y.

TOUGH AS A TANK

Smooth
as a Glider

Templar DURO *Lead*

The pencil that combines super strength and extra smoothness. Patented lead and exclusive bonding process make it 25% to 75% stronger than ordinary pencils. Gives hours of satin-smooth, effortless performance, with fewer trips to the sharpener.
Write for FREE SAMPLE on your letterhead, giving name of your pencil dealer.

The Pencil with the almost UNBREAKABLE Point.

Manufactured by:

RELIANCE PENCIL CORP. MOUNT VERNON, N. Y. **DEPT. F-10**

Product Designers Organized

A new organization of industrial designers and engineers has recently been formed in Chicago with offices at 230 N. Michigan Ave., according to an announcement by W. C. Nichols and Joseph Palma, Jr., principals of the firm.

Operating under the firm name of Product Designers, this organization offers a complete service including idea development, design, engineering, tooling, and packaging.

Both Mr. Nichols and Mr. Palma are well-known in the industrial design field, having formerly been associated as Nichols & Palma, industrial design associates. Mr. Nichols has served leading industrial accounts such as Comptometer, Teletype Corp., Ditto, Inc., and many others since 1927. Mr. Palma is nationally recognized for his work in designing exhibits for the Chicago Century of Progress, and as product designer for Montgomery Ward. Together they have served such organizations as Diamond T Motor Car Co., Chas. Bruning Co., Story & Clark Piano Co., and Hallicrafters Corp.

While their new company is a division of the Johnson Fare Box Co., Product Designers will operate independently of the parent organization.

John W. White

——John W. White, loose-leaf specialist assigned to the New York office of Remington Rand, Inc., died December 23rd in his Orange, N. J. home at the age of 66.

Mr. White had been a pioneer of the office equipment industry, having begun his career with the Baker-Vawter Co., Benton Harbor, Mich., in August, 1896. He was continuously active in that company and Remington Rand with which it was merged in 1925, for nearly fifty years. He is survived by his wife and one son.

Quick-Easy Presents Bookkeeping System

Simplified bookkeeping for the smaller business man is promised by the Timesaver system devised by the Quick-Easy Timesaver System Co., Box 2552, Wilmington, Del. The company promises the business man that the system in book form will enable a business man to keep perfect records in 10 minutes per day. The selling price is $5 per copy, covering one year.

Investors Syndicate Issues Book

The growth of economic life in the United States between 1894 and 1944 is covered in the new booklet "A Half Century of Progress," which has been issued by the Investors Syndicate, Minneapolis 2, Minn. Economic happenings are highlighted statistically with figures taken from many sources.

Space is provided for the signature lines of the company sponsoring its distribution. Colors are used extensively in the make-up.

ACME

Changeable Signs for every purpose. Your choice of individual letters or embossed name strips. For use in offices, hotels, clubs, banks, buildings, etc. Constructed in wood or metal frames, suitable for indoor or outdoor use. Illustrated literature sent upon receipt of your request.

ACME DIRECTORY BOARD CORP.
37 East 12th Street New York 3, N. Y.

with

KIL-KLATTER

THE SCIENTIFIC TYPEWRITER PAD

It may be a long time before you can get new typewriters—so make those you have *last longer* by using KIL-KLATTER typewriter pads to absorb harmful vibration that loosens parts. KIL-KLATTER also softens typing shock and deadens noise . . . so it will make your office much quieter.

KIL-KLATTER is made of famous Ozite All-Hair Felt with treated top to keep machine legs from digging in and non-skid bottom to prevent sliding. Size 11 x 13 in. fits all typewriters and many other business machines.

The next time your office supply salesman comes in, ask him to show you how a KIL-KLATTER Pad puts the soft pedal on your noisiest typewriter.

AMERICAN HAIR & FELT COMPANY
Merchandise Mart • Chicago 54, Ill.

$1.00
AT YOUR STATIONER'S or OFFICE SUPPLY DEALER

KIL-KLATTER
THE SCIENTIFIC TYPEWRITER PAD

NEW Labels! HANDY Labels! MORE Labels Than Ever Before!

EUREKA

Improved

OFFICE LABEL BOOK-PAK

Contains 25 Different Types of Office Labels

One of the best sellers in stationery stores today—and now it offers your customer a bigger assortment—a greater number of labels for the popular selling price of 20¢. Eureka's Office Label Book-Pak is indeed "The Secretary's Pal". It contains a marvelous assortment of labels for every office use. Various sizes of utility labels, warning and special handling labels, shipping and mailing labels, alphabet and figure stickers, file instrruction labels, labels for C.O.D. and insured packages, collection stickers, etc., etc.—708 labels in all. A convenient, compact book that takes up little room in a desk drawer.

PACKED IN COUNTER DISPLAY BOX
3 dozen to box

Ask your dealer for prices and discounts.

EUREKA SPECIALTY PRINTING CO.
Sales Department, Stationery Division
11 W. 42nd St., New York 18, N. Y.

EUREKA
HANDY BOOK-PAK GUMMED LABELS

An old trusted friend

ARTGUM

BRAND

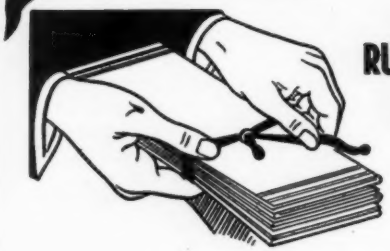
ERASER and CLEANER
THE ORIGINAL AND STANDARD

1. "ARTGUM" doesn't smudge.
2. "ARTGUM" is friable—has no deteriorating content.
3. "ARTGUM" doesn't abrade the surface of paper.
4. "ARTGUM" contains no grit.
5. "ARTGUM" doesn't dim ink lines or delicate imprinting.
6. "ARTGUM" is a surface cleaner with a light touch.

Insist on the original and standard

THE ROSENTHAL CO.
45 EAST 17th STREET, NEW YORK 3, N. Y.

PULL FASTENERS



The ANSWER to YOUR RUBBER BAND PROBLEM

★

Keep cancelled checks, deeds, mortgages, insurance policies, vouchers and documents neatly tied together.

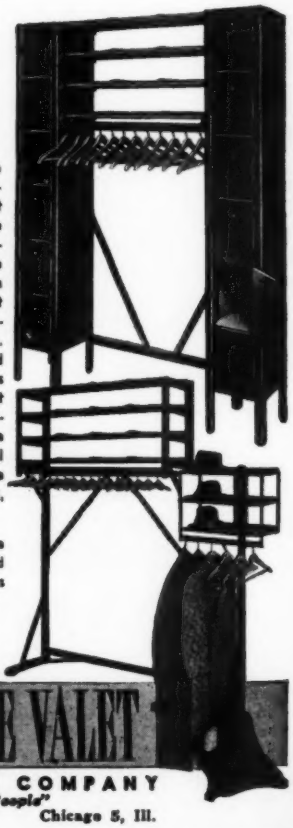
PULL either end to tighten.
PULL shorter end to loosen.

PULL FASTENERS do not dry out, crack or break while in use . . . eliminate the danger of documents becoming lost or separated . . . used by Banks, Utilities, State, City, County Offices, Insurance Companies, Libraries, Railroads, Business Offices and Manufacturing Firms.

Write for Samples and Prices.

SCHLEGEL MANUFACTURING COMPANY
277 North Goodman Street **Rochester, N. Y.**

Prompt Delivery for PERMANENT INSTALLATIONS



These modern presswood wardrobe racks are not temporary "war babies", but are built for permanent installations, incorporate all of the patented PETERSON efficiency features of: Spaced coat hangers, where wraps are kept dry, aired and "in press." Individual ventilated hat spaces, space-saving efficiency—accommodate 3 or 4 persons per sq. ft. of floor space. And, where desired built-in, lock boxes, umbrella racks and overshoe shelves. Sell this silent wood equipment today with confidence. Matching add-on units will be available in both wood and in steel over the years, in single and double faced costumers, wardrobe racks, and locker units.

Write for catalog sheets and name of local dealer. Buy what you need today and add matching units as required.

Write for Bulletin G-4

The OFFICE VALET

VOGEL-PETERSON COMPANY
"The Checkroom People"
624 So. Michigan Blvd. **Chicago 5, Ill.**

THIS? OR THIS!

HANDIER!
FASTER TO WORK WITH

OFFICE WORKERS PREFER

EUREKA

BOOK-PAK
UTILITY LABELS

BECAUSE . . .

1. They come in gummed perforated sheets. Individual labels can be addressed faster by hand or on typewriter.

2. Practically every bit of labels space is usable on Eureka Utility Labels.

3. Book-Pak covers keep labels clean, neat—prevent curling.

4. Labels can't spill on shelf, in closet or desk drawer

5. Eureka Utility Labels come in a wide assortment of sizes for all purposes.

Retail at 10c

EUREKA SPECIALTY PRINTING COMPANY
Sales Department, Stationery Division
11 West 42nd St. New York 18, N. Y.

Grippit

the FIRST and FINEST PAPER CEMENT is back to the desks and drawing boards of industrial America

Famous for 20 years because

1 It cannot wrinkle the thinnest paper

2 It is detachable

3 Excess rubs off with finger or cloth

PLUS — NEWLY DEVELOPED FEATURES

1 STRONGER for use on heavier papers

2 Lasts years longer

3 Truly transparent

Grippit is WATERPROOF and NON-INFLAMMABLE

Write for sample and prices to

HARRIMAN-WELTS, INC.
403 RIVER STREET, HAVERHILL, MASSACHUSETTS

Templar DURO *Lead*

..the pencil with the almost UNBREAKABLE point

Patented lead and a special bonding process make it 25% to 75% stronger than ordinary pencils. Point won't snap, crack or shatter, even under extreme writing pressure. Stays sharp longer, gives smooth, effortless writing performance.

For FREE SAMPLE, write on your letterhead, giving name of your pencil dealer

Templar DURO *Lead* PENCILS

RELIANCE PENCIL CORP. Dept F10 MT. VERNON, N. Y.

ALLIED FLAGS for V-DAY

Stores, offices, lodges, churches, etc., are rushing to buy flags for V-Day. Get your share of this business NOW. Write for illustrated price list on Allied Flags, flag groups, etc.

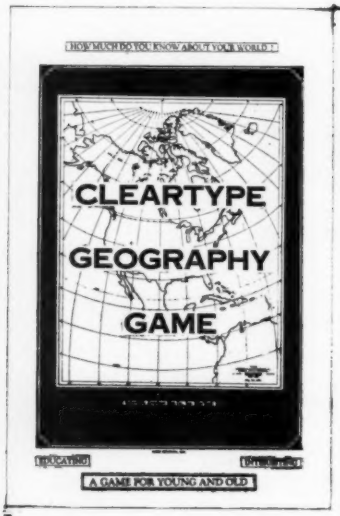
Roll of Honor

Big demand now for PERMANENT plaques honoring service men, to be ready when they come home. This beautiful walnut plaque carries individual gold-bordered name plates, with names in silver. Magnificent effect, permanent. Sizes for any required number of names. Write for price list today.

REGALIA MFG. CO., Dept. T, Rock Island, Ill.

J. S. STAEDTLER, INC.
53-55 WORTH STREET, NEW YORK, N. Y.

CARDINELL CORPORATION • MONTCLAIR, NEW JERSEY



CLEARTYPE GEOGRAPHY GAME

Fun for Young and Old

50c

20 pages of black and white outline maps in book form, with an attractive cover. Fill in maps and know your world. Fun and learning bound together in an ideal game for anybody—young and old.

AMERICAN MAP CO., INC.
Sole Originators & Manufacturers of
CLEARTYPE MAPS
Trade Mark Registered
16 E. 42nd St. New York, N. Y.

BERNARD
TRADE MARK REG.

EYELET PUNCHES

Needed in Offices the World Over

THEY GIVE

"More Power to You"

SEND FOR CATALOG

THE WM. SCHOLLHORN CO.
STATIONERY TOOL DIVISION
NEW HAVEN 9, CONNECTICUT

Rand McNally Issues Pacific Map

The new Rand McNally reference map of the Pacific Ocean with twenty-nine large-scale insets of island groups now is available from that company, 536 South Clark St., Chicago, Ill.

One side shows the entire Pacific war theater including Asia and Australia and the reverse side is the new Stratoview Global map showing eastern Asia in perspective as viewed from above the Philippine Sea. The two timely maps in folder form unfold to 42x28 inches. The price is 50 cents.

Alexander Brothers, Ltd.

Max M. Simon, formerly connected with the San Francisco Cash Register Exchange, San Francisco, has joined Alexander Brothers, Ltd., Honolulu, as general salesman covering Army, Navy and commercial accounts.

Amdee Chanteloup formerly with the San Mateo National Bank is joining the sales force of Alexander Brothers, Ltd. He will specialize in Friden calculators and accounting systems of all accounts in the Hawaiian Island.

Stamp Pad Firm Founder, Dies

——Bernard G. Volger, founder and former president of the B. F. Volger Manufacturing Co., Passaic, N. J., died December 24th at the age of 89.

Mr. Volger devised the present-day stamp pad after an experience with the gelatin pads which were used when he established the business sixty years ago. A shipment of his pads had been destroyed in southern heat en route to their destination and Mr. Volger searched for something better hitting upon the idea of using layers of felt, impregnated with ink.

Mr. Volger brought his business to Passaic in 1900 after having operated it in Chicago and New York.

WRITE CARBON PAPERS and TYPEWRITER RIBBONS

Only WRITE Turns Out

WRITE-QUALITY WORK

With WRITE, you get more and cleaner copies from each original. Save you time —every time! That's not all! You also cut down costs of supplies and labor with

WRITE generously-inked

Carbon Paper and Typewriter Ribbons Guaranteed for uniformity, quality, and long wear.

Inquire of your dealer, or send today for FREE samples, and attractive prices.

Immediate deliveries!

WRITE INCORPORATED 420 Lexington Avenue New York 17, N. Y.

FACTORY: Bridgeport, Conn.

Used for FILE FOLDERS UTILITY LABELS ADDRESSING MAILING LISTS & MANY OTHER PURPOSES.

Folder ROLL LABELS

ATTRACTIVELY PACKED IN REROLL DISPENSING BOX AND DISPLAY CARTON

12 ROLLS OF ONE COLOR TO CARTON

WRITE FOR INFORMATION!

Colors WHITE ★ BUFF ORANGE CHERRY BLUE ★ GREEN CANARY MANILA

MACO LINE

The J.L.MAY COMPANY

TAGS · LABELS AND DIE CUT SPECIALTIES

111 W. 19th ST. - NEW YORK 11, N.Y.

HEYER Quality BIG 4

Perfect Hektograph Combination

HEYER Quality HEKTOGRAPH Supplies are achieving outstanding results. Highly concentrated INK—Ultra sharp CARBON PAPER—Intense copying lead PENCILS—Long wearing RIBBONS, all go to make a perfect combination for finer copies.

Heyer ALWAYS Quality SATISFIES

THE HEYER CORPORATION

Quality Duplicators and Supplies Since 1903

901-11 WEST JACKSON BLVD., CHICAGO, ILL.

Autocopy DUPLICATOR FLUID

- *Brighter Copies*
- *Longer Runs*
- *Practically Odorless*
- *Non-injurious to Machines*
- *Dries Instantly—No Offset to Other Copies*

FOR ALL DIRECT PROCESS LIQUID DUPLICATORS

In gallon jugs or 54 gallon drums

ORDER TODAY

AUTOCOPY, INC.
464 WEST SUPERIOR STREET
CHICAGO 10, ILLINOIS

Available for immediate delivery!

KARDEX—ACME—Y & E—GLOBE
WERNICKE—POST INDEX—RAND
and other visible systems.

Addressographs, Multigraphs, Mimeographs, Dictating machines, Steel Files, Lockers, and Shelving.

All completely rebuilt and guaranteed.

"The House That Confidence Built"

Universal Office Equipment Co., Inc.
7-9 Waverly Place, New York, N. Y. GRamercy 3-3741

DESK AND DOOR NAME PLATES

On Mahogany, Walnut or Oak polished stands in Gold or White Embossed letters. Send for our illustrated folder for styles and prices.

FAME NAME PLATE & PRINTING Co.

(Room 305), 10 W. 47th Street, New York 19, N. Y.

★ ★ ★ ★ ★ ★ ★ ★

HONOR ROLL ★ PLAQUES ★

Dignified Tributes to Your Men in the Services

These Victory Cast Honor Rolls with raised letters present impressively the names of those you would honor. Cast in a material that both looks and feels like BRONZE. ***Send for Illus. Literature***

[Arrange now for Postwar BRONZE TABLETS. Avoid delay later.]

UNITED STATES BRONZE SIGN CO. INC.
"BRONZE TABLET HEADQUARTERS"
570 BROADWAY, NEW YORK 12, N. Y.

Investigate the new *Rock-a-File*

REG. U. S. PAT. OFF.

An improved new system of filing. Compartments turn open at the touch of a finger instead of pulling open . . . Material withdrawn or inserted from the side—instead of vertically. Saves up to 50% floor space. Everything instantly accessible—No filing experience necessary. For information see your stationer or office supplier.

ROCKWELL-BARNES COMPANY
Specialists to the Stationer Since 1903
35 E. Wacker Drive, Chicago 1, Ill.

Patents Applied For

Write for our Everyday
SPECIAL $50.00 ASSORTMENT
OF BOXED STATIONERY
WHITE AND COLORS

New England distributors of
Fleur de Lis stationery

NATIONAL MERCHANDISING COMPANY
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ARTISTS' MATERIALS

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"DURA-SEAL"
Transparent Adhesive Film

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General Catalogue Available

Drawing and Drafting Materials

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Tracing and Drawing Paper

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Drawing Instruments
T Squares, Triangles
Etc.

WHOLESALE ONLY!
THE MORILLA COMPANY, INC.
COOPER SQUARE NEW YORK 3, N. Y.

Mr.
FULTON
says . . .

Names do count for something!
We are proud of ours—

•

All-Weather Stamp Pads and Inks

Dri-Kwik Stamp Pads and Inks

Fulton and Service Daters

Fulton Business Outfits

•

Fulton **SPECIALTY CO.**

200 Fifth Avenue **New York 10, N. Y.**

Factory at Elizabeth 1, New Jersey

there's always a need for more

COOK'S STEEL FILE SIGNALS

No office has even *begun* to exhaust their myriad uses. Attached to file cards and ledger sheets, they segregate many classifications of data for instant use, facts it would otherwise take days to assemble. With the present paper work overload, their possibilities are legion. Cards of actual samples (free on request).

The H. C. Cook Co., 18 Beaver St., Ansonia, Conn.

"5-Minute" RUBBER STAMPS

No other rubber type can be set as fast, print as evenly, and be as adaptable to the needs as VARI-LINE.

That's why the demand for the "type with the groove" has increased to such an extent that it is now almost impossible to keep up with orders.

When the war is over, and "consumers" become "customers" once again, they will accept no substitute for VARI-LINE.

THE SUPERIOR TYPE COMPANY
1800 Larchmont Ave. Chicago 13, Ill.

HEADQUARTERS for OPTICAL SPECIALTIES & DRAWING INSTRUMENTS

Daily more and more buyers call on "Compass" for optical & scientific specialties and drawing materials. No wonder . . . for "Compass" carries a complete selection of the well-known brands . . . Taylor, Spencer, Bausch & Lomb, etc.

DRAWING SETS

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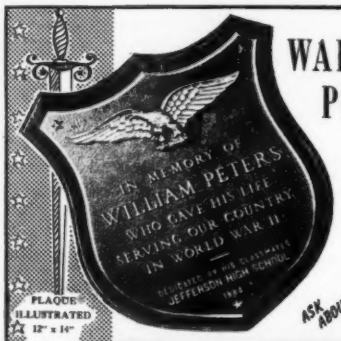

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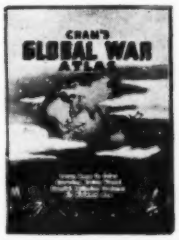

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For heavy duty and for fastening of tough materials, this machine uses a broad flat staple. Fastens such materials as fibre, softwood baskets, veneer wood, leather and belting. Used for sealing heavy paper or cloth bags, packages of corrugated board, and similar difficult operations. Powerful leverage, durable, fool-proof. Staples used: NEVA-CLOG B-3/8.

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Advice TO THE *Careworn...*

Pretty Dolly Do-it-well
Delayed, again, past quitting bell.
Now, perhaps, she'll miss her date;
Her machine has made her late.

Dictation from the President
Retyped ten times ... could not be sent.
Type skipped and blurred and doubled back;
Hit light and dark and jumped off-track.

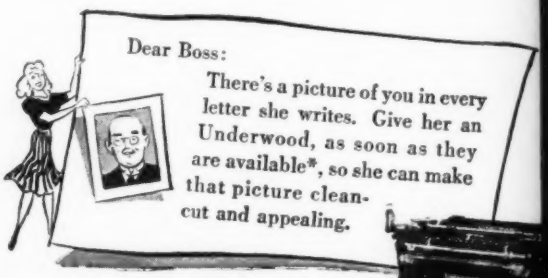
Now Dolly's really not to blame;
It's her machine should blush with shame.
The space bar doesn't work so well;
The "e" fills up and looks like "l".

The keyboard cannot keep the pace.
It jams ... and Dolly must erase.
The wonder margin's not so hot ...
Won't stop the carriage on the dot.

And as she wept and wrung her hands
Recalling school work that was gran
Then ... at last she understood!
At school, she used an Underwood.

Speak up, Dolly. You know how.
Tell your boss to "do it now".
If he really wants perfection,
He must purchase your selection.

And here's a reason even better ...
His picture is in every letter;
Since he wants that picture good,
Tell him ... "Buy an Underwood!"



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